

## Personal Care Aid: Documentation Guidelines

CCAD's Disability & Access Services works directly with students to establish reasonable, appropriate disability accommodations for cognitive, psychological, and physical/medical disabilities. In most cases, accommodation requests must be accompanied by documentation of a disability as defined by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990.

In the pursuit of the Personal Care Aid (PCA) accommodation, Disability & Access Services requires current (preferably within the last three years) and comprehensive documentation of the disability. The professional providing the documentation must be a trained, certified, or licensed mental health or medical professional with appropriate qualifications.

**If the need for the accommodation is not obvious the following questions should be addressed by the student that is considering the Personal Care Aide accommodation:**

1. What is the limitation or condition that necessitates the need for the PCA accommodation?
2. What specific task(s) is your Personal Care Aide trained to perform?
3. How often (e.g. all the time, for certain tasks only, once a week etc.) will the PCA be needed?
4. How long (e.g. for the entire time attending CCAD, for a few semesters, etc.) will the PCA be needed?
5. To what areas of the CCAD community will your PCA need access? For example, classrooms, housing, transportation, studios, dining halls etc.
6. When did you begin using a PCA?
  - a. What event prompted the implementation of this type of support?
7. What accommodations have you used in the past?
  - a. Were they helpful or comparable to the use of PCA?

**Contact Information for Documentation Submission and/or Questions:**

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