



METROPOLITAN LEARNING INSTITUTE

Licensed by the New York State Education Department
Non-Profit Educational Organization

“ Innovative Approach Is Our Way to Success ”

www.gettraining.org

Main Campus:
97-77 Queens Blvd., 9th Floor
Rego Park, NY 11374
Phone (718) 897-0482
Fax (718) 897-5667

Extension:
82-11 37th Ave., 8th Floor
Jackson Heights, NY 11372
Phone (718) 651-8424
Fax (718) 651-8423

Extension:
550 59th Street
Brooklyn, NY 11220
Phone (718) 492-2120
Fax (718) 492-2197

MLI Policy on Disability Services

Metropolitan Learning Institute (MLI) recognizes the needs of students with disabilities and is committed to providing accessible services, programs, and educational opportunities. In addition to accessible facilities and convenient locations, the Coordinator of Disability Services is available to provide those individuals with additional assistance and guidance.

If you are a qualified student or prospective student who has a disability as defined under the Americans with Disabilities Act (ADA) or the guidelines for Section 504 of the Federal Rehabilitation Act, you may register with the Coordinator of Disability Services. We work closely with the Campus Directors in personalizing accommodations and services to meet the individual needs of each qualified student. If you need accommodations, such as daily wheelchair access or textbooks in alternative formats, register as early as possible.

Please follow the guidelines below to register with the Coordinator of Disability Services and request accommodations for your disability/disabilities. Information submitted should be current and from a medical provider who is familiar with your disability. After you and your medical provider have completed and returned the required documentation, you will be notified by the Disability Services Coordinator of approved accommodations. For more information, or to schedule an appointment, please contact the Disability Services Coordinator at 718-897-0482 or by email at accommodate@gettraining.org.

MLI does not discriminate on the basis of age, religion, race, ethnicity, color, national origin, ancestry, immigration status, sex, sexual orientation, gender identity or expression, marital or familial status, disability, or veteran or military status. For inquiries about MLI's non-discrimination policies, please contact the Main Campus Director, MLI Rego Park Main Campus, 97-77 Queens Boulevard, 9th Floor, Rego Park, NY 11374, 718-897-0482, advocate@gettraining.org.

Guidelines for Requesting Disability Services

1. Document your disability.

Your documentation should include, but is not limited to:

- Diagnosis, tests and results that confirm this diagnosis, and your physician's last date of contact with you;
- Functional limitations or symptoms associated with this condition;
- Description of how this condition may affect you academically and/or physically;
- Recommendations for accommodations (i.e. extended test time) and rationale for these accommodations; and
- Severity and/or expected progression of this disability.

2. **Register for classes with your Campus Director.**

If accommodations are needed for meeting with your Campus Director, contact the Disability Services Coordinator. Students who wish to receive accommodations are encouraged to register for classes as early as possible to allow adequate time to arrange support services and accommodations.

3. **Arrange an intake meeting with the Disability Services Coordinator to go over your schedule of classes and set up any needed accommodations.**

This should be done as early as possible to ensure that we can set up accommodations before you start your courses. Please call or email so that we can discuss your needs: 718-897-0482, accommodate@gettraining.org.

All students requesting accommodations will complete an Application Form:

- How to Register with the Office of Disability Services Procedures/Application Form

Please have your medical provider complete the Medical Verification form that best describes your situation:

- Medical Verification of Physical Condition and/or Chronic Medical Condition
- Medical Verification of Attention Deficit Disorder/Cognitive or Psychological Condition