



BIDWELL TRAINING CENTER, INC
1815 METROPOLITAN STREET, PITTSBURGH, PENNSYLVANIA 15233
PHONE: 412-323-4000 FAX: 412-325-1787 BIDWELLTRAINING.EDU

Bidwell Training Center Catalog Addendum v.2 February 12, 2021

DISABILITY SERVICES

If you would like to request academic adjustment or auxiliary aids, please contact the School's Student Services Coordinator, Audra Pavloski. You may contact Ms. Pavloski at 1815 Metropolitan Street, Pittsburgh, PA 15229, phone 412.323.4000. x 189. You may request academic adjustments or auxiliary aids at any time.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The school will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering the School's resources as a whole.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the school's Student Services Coordinator of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the school would accept a verbal request.
- 2) The school's Student Services Coordinator will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the school is obtaining adequate information and understanding of your individual needs.
- 3) The School's Student Services Coordinator will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.
- 4) If you would like to request reconsideration of the decision regarding your request, please contact Mr. Ken Huselton, Senior Director of Operations, within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted Mr. Huselton by email at khuselton@manchesterbidwell.org or by mail to Mr. Huselton at 1815 Metropolitan Street, Pittsburgh, PA 15229, phone 412.323.4000, x156.

CALL-OFF PROCEDURES

Students must call off when unable to attend classes. In the event of consecutive absences, the student must call off every day absent. Failure to adhere to this policy will result in disciplinary action. Upon the fourth consecutive day of a student's absence from classes without calling off, the student will be subject to automatic termination from Bidwell Training Center. **During a student's first five days of enrollment in their program of study, one absence without notification will result in administrative withdrawal from Bidwell Training Center.*

Please Note: If a student is not able to call off due to a critical situation, such as hospitalization, someone must notify the school as to the nature of your absence.

Students are required to call off a minimum of one hour prior to class when unable to attend school. **BTC's 24-hour voicemail system assures that messages can be left at 412-323-4000 or 1-800-516-1800, then dial the assigned staff extension(s).**

Please Note: Students in programs that require volunteer and/or externship components should obtain specific information about whom to contact and how to report off during their first communication with the site. Failure to follow site specifications for call off during volunteer and/or externship will result in immediate termination.



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