

## Special Accommodations Information Needed for OSD Services

The Office of Organizational and Skill Development (OSD) acknowledges and respects the intent and meaning of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. We will satisfy the requirement by working with you to meet any needs to provide a supportive learning environment.

### Specific Needs:

Interpretation Services - Accommodation requests that require interpretation services can be satisfied if the request is made at least four weeks before the session begins. Please include session name, date, location, hours and the nature of your accommodation. Any staff requiring reasonable accommodations for interpretation services is asked to the OSD director, Darleen Klase, at 860-424-5587 or email at [darleen.klase@ct.gov](mailto:darleen.klase@ct.gov).

Online Needs - If you need any assistance accessing or navigating any online (computerized) training programs or sites, including the DSSLearnCenter, please contact Dicie Balash at 860-424-5561 or email at [dicie.balash@ct.gov](mailto:dicie.balash@ct.gov).

Other Specific Needs - Since accommodation needs may change over time, please contact the assigned instructor at least two weeks before an ILT (Instructor Led Training) session or program begins to discuss any other specific needs and arrangements you would like to request. This includes large print documents, seating arrangements, etc.