### A. Questions to help determine whether an employee has a disability.

A person has a disability under the ADA if the person has an impairment that substantially limits one or more major life activities. The following questions may help determine whether an employee has a disability:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the employee have a physical or mental impairment?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>What is the impairment?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the impairment long-term or permanent?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>If <em>not</em> permanent, how long will the impairment likely last?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the impairment affect a major life activity?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>If yes, what major life activity(ies) is/are affected?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- ☐ Caring For Self
- ☐ Interacting With Others
- ☐ Performing Manual Tasks
- ☐ Breathing
- ☐ Working
- ☐ Walking
- ☐ Standing
- ☐ Reaching
- ☐ Toileting
- ☐ Hearing
- ☐ Seeing
- ☐ Speaking
- ☐ Thinking
- ☐ Learning
- ☐ Sitting
- ☐ Lifting
- ☐ Sleeping
- ☐ Concentrating
- ☐ Reproduction
- ☐ Other: (describe)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the employee substantially limited in one or more of these major life activities?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### B. Questions to help determine whether an accommodation is needed.

An employee with a disability is entitled to an accommodation only when the accommodation is needed because of the disability. The following questions may help determine whether the requested accommodation is needed because of the disability:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>What limitation(s) is interfering with job performance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What job function(s) is the employee having trouble performing because of the limitation(s)?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How does the employee’s limitation(s) interfere with his/her ability to perform the job function(s)?
C. Questions to help determine effective accommodation options.

If an employee has a disability and needs an accommodation because of the disability, the employer must provide a reasonable accommodation, unless the accommodation poses an undue hardship. The following questions may help determine effective accommodations:

Do you have any suggestions regarding possible accommodations to improve job performance? If so, what are they?

How would your suggestions improve the employee's job performance?

D. Additional Comments.

Diagnosis / Condition (include or attach appropriate ICD or DSM):

Functional Limitation:

Name (Please Print)__________________________________License#____________________
Professional’s Signature___________________________Date____________________
Address________________________________________Phone____________________

Medical Professional’s Signature

Date
DESCRIPTION OF DISABLING CONDITIONS

PHYSICAL DISABILITY means a visual, mobility, orthopedic or other health impairment.
(a) Visual impairment means total or partial loss of sight.
(b) Mobility and orthopedic impairment means a serious limitation in locomotion or motor functions which indicate a need for one or more special services to have access to community college programs.
(c) Other health impairment means a serious dysfunction of a body part or system which necessitates the use of one or more of the supportive services or programs.

COMMUNICATION DISABILITY is an impairment in the process of speech, language or hearing.
(a) Hearing impairment means a total or partial loss of hearing function which impedes the communication process essential to language, educational, social and/or cultural interactions.
(b) Speech and language impairment means one or more speech-language disorders of voice, articulation, rhythm and/or the receptive and expressive processes of language.

LEARNING DISABILITY is a persistent condition of presumed neurological dysfunction which may exist with other disabling conditions. This dysfunction continues despite instruction in standard classroom situations. Learning disabled adults, a heterogeneous group, have:
(a) Average to above average intellectual ability;
(b) Severe processing deficit(s);
(c) Severe aptitude-achievement discrepancy(ies)
(d) Measured appropriate adaptive behavior in school or job setting;
(e) Measured appropriate adaptive behavior in an instruction or employment setting.

ACQUIRED BRAIN INJURY means a deficit in brain functioning which is non-degenerative or progressive and is medically verifiable, resulting in a total or partial loss of one or more of the following: cognitive, communication, motor, psycho-social and sensory perceptual abilities.

THE DEVELOPMENTALLY DELAYED LEARNER is a person who exhibits:
(a) Below average intellectual functioning;
(b) Impaired social functioning;
(c) Potential or measurable achievement in a school or job setting; or
(d) Measured appropriate adaptive behavior in a school or job setting.

MULTIPLE DISABILITIES are defined as two or more functional impairments as described above.