

**Resolution Agreement
Bay Area Medical Academy
Case Number 09-22-2233**

In order to resolve the compliance concerns OCR identified during its investigation of the above referenced complaint filed with the U.S. Department of Education, Office for Civil Rights (OCR) under Section 504 of the Rehabilitation Act of 1973 (Section 504) and its implementing regulations, Bay Area Medical Academy (BAMA), agrees to take the actions outlined in this Resolution Agreement (Agreement).

BAMA's Procedure for Disability Accommodations

- i. BAMA agrees to develop a process in which incoming students are notified of the process and person to contact should they need accommodations in order to access the program. This process should contain a reasonable time frame for students to make the requests and submit any required supporting documentation. The procedure will also describe the process by which requests will be reviewed and approved or denied, including which BAMA staff member will be responsible for making that determination.
- ii. BAMA agrees to provide training to its permanent, temporary, and/or visiting instructors and staff regarding the process described in section (i).
- iii. BAMA agrees to add this procedure to its website under the "Student Services" tab, and will include a form or a link where Students may learn more about requesting accommodations.

Reporting Requirements

- i. Within 90 days of this agreement, the BAMA will provide OCR with a draft of the written procedure described above for OCR review and approval.
- ii. Once OCR has approved the procedure, BAMA will implement the procedure within 30 days.
- iii. Within 90 days of the effective date of this Agreement, the BAMA will provide OCR with the written training materials and guidance, respectively, for OCR's review and approval.
- iv. Upon approval of the materials under iii, within 90 days of this agreement, BAMA will have trained its staff with respect to procedure described above.
- v. Within two weeks of the training, BAMA will inform OCR who provided and attended the training.

- vi. Within 90 days of the effective date of this Agreement, the BAMA website will be updated to include a tab for Students to find information regarding accommodations.

Monitoring

By signing the resolution agreement, the Recipient agrees to provide data and other information in a timely manner in accordance with the reporting requirements of the resolution agreement. During the monitoring of the resolution agreement, if necessary, OCR may visit the Recipient, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the Recipient has fulfilled the terms of the resolution agreement.

The Recipient understands that OCR will not close the monitoring of the agreement until such time as OCR determines that the Recipient is in compliance with the terms of the agreement and the statute(s) and regulation(s) at issue in the case.

The Recipient understands that OCR may initiate administrative enforcement proceedings or refer the case to the Department of Justice (DOJ) for judicial proceedings to enforce the specific terms of the resolution agreement and the applicable statute(s) and regulation(s). Before initiating such proceedings, OCR will give the Recipient written notice of the alleged breach and 60 calendar days to cure the alleged breach.

_____/s/_____
Simonida Cvejic

03/27/2023
Date