

## **Auxiliary Aids and Services**

Following is a list of accommodations, assistive technologies, and accessible formats available upon request to individuals with disabilities. PA CareerLink® sites are fully accessible and comply with the Americans with Disabilities Act. Requests may be made for accommodations not listed here. Please direct all requests to PA CareerLink® staff or the Equal Opportunity Officer at [eoofficer@advancecentralpa.org](mailto:eoofficer@advancecentralpa.org).

### **Accommodations**

- Quiet and/or private meeting or work spaces, including with access to a computer
- Qualified Equal Opportunity Liaison staff available to read aloud, write, type, and/or take notes
- Accessible computer and desk with adjustable height
- Adjustable chairs
- Track ball mouse
- Lighting adjustments
- Remotely accessible services

### **Assistive Technology**

- Screen reading software (JAWS/ZoomText)
- Screen text magnification software (ZoomText)
- Text telephone (TTY); PA Relay
- Closed captioning; Transcription
- Headphones; Assisted listening devices
- Pocket talkers to amplify sound

### **Accessible Formats**

- Written/printed materials
- Text messages; Email
- Large print
- Audio recordings
- Braille

Equal opportunity employer/program. Auxiliary aids and services available upon request to individuals with disabilities. Program funded with federal dollars. For more information, visit: <https://advancecentralpa.org/about-us/public-notices/>

## Language Services

The following is a list of services available upon request to individuals with limited English proficiency. Requests may be made for services not listed here. Please direct requests to the PA CareerLink® staff or the Equal Opportunity Officer at [eoofficer@advancecentralpa.org](mailto:eoofficer@advancecentralpa.org).

- Language interpretation (Propio)
- Translation of vital documents such as those related to accessing services, the Equal Opportunity Discrimination Complaint Procedure, and the Program Complaint Policy and Procedure
- Translation of other documents or information provided digitally or in print
- Skill assessments and referrals to English as a Second Language (ESL) education

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