

## Student Agreement: Personal Care Attendant (PCA)

Rev. 1.6.25

Albright College is committed to ensuring that all students with disabilities are provided with impairment-related accommodations enabling them to have access to college programs and services. Albright College understands that a student with a disability may require a Personal Care Attendant (PCA) to address their personal needs so they may fully participate at the college. Students who provide documentation that meets the college's requirements may request permission for a personal care attendant (PCA) to be granted the same access to campus facilities as the student for the sole purpose of assisting the student. The PCA should be an impartial individual qualified to assist the student. Albright College recommends that PCAs not be family members or close friends of the student.

An otherwise qualified student who requires personal attendance services is responsible for identifying, selecting, hiring, training, supervising, and paying any PCAs. Albright College will not provide personal aids or services "including help in bathing, dressing, or other personal care" per Section 504 and Title II of the ADA, nor does the college assume financial responsibilities for personal attendant services.

### Student Responsibilities

Students requesting a PCA will be responsible for the following:

- Providing documentation that meets Albright College's requirements to the Student Accessibility and Advocacy (SAA) office.
- Ensuring that the PCA is qualified to perform the services that the student requires, such as ensuring the medical safety of the student.
- Providing Albright College with a copy of the following background checks conducted by the PCA's employing agency three weeks before the start of the semester or school year or a mutually agreed upon time:
  - Pennsylvania State Police Request for Criminal Records Check (Act 34)
  - Department of Public Welfare Child Abuse History Clearance (Act 151)
  - Federal Criminal History Record Information (CHRI) in a manner prescribed by the Department of Education
  - Sex Offender Registry: Multi-state sex offender registry searches conducted at the state level in all 50 states and the District of Columbia

Please note that individuals should have an infraction-free history, except for minor traffic offenses, on their background checks. These background checks should be provided to Student Accessibility and Advocacy (SAA), and this will be forwarded to Human Resources.

- Providing Albright College with the name, email address, and cell phone number of the PCA and their schedule of attendance (this information may be provided by an outside agency).
- Having a backup attendant in case a PCA becomes sick or is otherwise unavailable to work (this is especially important for students with only one PCA).
- Ensuring that the student and their PCA(s) will follow all college policies stated in the Compass: Student Handbook. PCAs who do not comply with Albright College policies and rules will be asked to leave campus immediately, regardless of a work agreement with the student.
- Students should review the “Self Care” section in the Compass: Student Handbook.

### **Personal Care Attendant Responsibilities**

Personal Care Attendants will be responsible for the following:

- Conducting themselves in a manner consistent with the community standards of the college, which includes abiding by all college policies, regulations, and procedures.
- Reviewing the “Social Responsibility” section of The Compass: Student Handbook, which provides a list of items prohibited from the campus.
- Maintaining the independence and confidentiality of the student. PCAs are not permitted to contact faculty, staff, or others on behalf of the student. PCAs should not intervene in conversations between the student, faculty, staff, or other students, except in emergencies or life safety issues.
- Demonstrating knowledge of college emergency resources, such as residence hall evacuations.
- Fostering the independence of students by allowing them to be the primary agent in all their College activities.

PCAs further understand and acknowledge that:

- They are being issued an Albright College Identification Card for the sole purpose of their role as a PCA and that in the event they are no longer employed by the student, they will surrender this ID card to Public Safety immediately upon termination.
- Their employment and services contract is between the PCA and the student/family and/or the agency for whom they work, and they have no employment relationship or contract of any kind with Albright College. In addition, by signing below, the PCA hereby releases Albright College from any and all claims or causes of action that could arise in connection with their work for the student/family and/or the agency for whom they work.

PCAs who do not comply with the responsibilities and acknowledgments stated above will not be allowed to continue as the student's PCA on campus and will no longer be allowed to access campus buildings, classrooms, and programs.

*Please sign and return this page to SAA, retaining the rest of the document for your records.*

## **Personal Care Attendants (PCAs) - Acknowledgement and Consent**

The signatures below indicate that both the student and PCA agree to comply with the policy outlined above.

_____ Student's Printed Name	_____ Student Signature	_____ Date Signed
_____ Personal Care Attendant Printed Name	_____ Personal Care Attendant Signature	_____ Date Signed

Questions regarding the PCA Agreement can be directed to:  
Director of Student Accessibility and Advocacy  
[SAA@albright.edu](mailto:SAA@albright.edu)  
610-921-7503