

## Resources

Department of  
Rehabilitation:

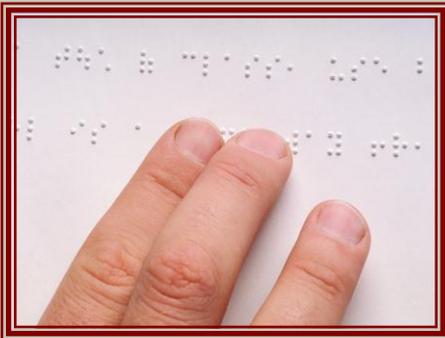
<http://www.dor.ca.gov>

CalHR  
Examination Unit:

[http://jobs.ca.gov/Job/LEAP  
PCertification](http://jobs.ca.gov/Job/LEAPCertification)

For free advice on  
reasonable  
accommodation, please  
visit:

[www.jan.wvu.edu](http://www.jan.wvu.edu)



**Limited Examination &  
Appointment Program**

[leap@CalHR.ca.gov](mailto:leap@CalHR.ca.gov)

CalHR  
1515 S Street  
Sacramento, CA 95811-  
7258  
(916) 651-9017

CA Relay Service\*  
Dial 7-1-1

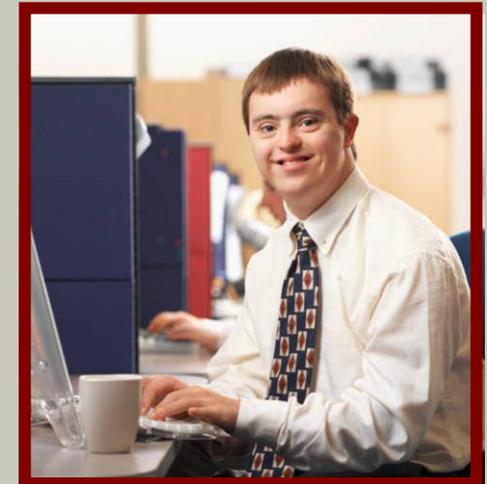
\*Provides assistance to  
individuals with hearing and  
speech impairments and those  
who are Spanish-speaking.

CalHR

# LEAP

Limited Examination &  
Appointment Program

**A Resource for  
Job Seekers with  
Disabilities**



**Learn how to start  
your State career!**

# LEAP

CalHR

## Limited Examination & Appointment Program

### Overview

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The LEAP is an alternate examination and appointment process administered by CalHR, designed to facilitate the hiring of persons with disabilities.

### Advantages

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- All candidates who have attained placement on a LEAP list are immediately eligible for employment
- Most LEAP examinations are accessible online via the Internet
- During the on-the-job examination period, LEAP candidates are paid for the work performed

### Certification Process

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#### ➤ Step 1: Certification

Contact the Department of Rehabilitation to receive your LEAP certification

#### ➤ Step 2: Eligibility

Once you are certified by the Department of Rehabilitation, provide a copy of the certificate to CalHR's Examination Unit to receive confirmation of eligibility to participate in a LEAP examination

#### ➤ Step 3: Examination

Apply for a LEAP examination either online via the Internet, or by U.S. postal mail

### Examination Process

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#### ➤ Step 1: Job Readiness Evaluation

Once you have successfully completed the evaluation you may apply for vacant positions

#### ➤ Step 2: Job Examination Period

The job examination period takes place on-the-job

### Reasonable Accommodation

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- During the LEAP examination period, you may request reasonable accommodation
- Once hired, you may also request reasonable accommodation on-the-job