



Guidelines for Special Accommodations for Exam Takers with Disabilities

The American Council for Accredited Certification (ACAC) complies with the Americans with Disabilities Act (ADA) and other applicable laws and provides reasonable and appropriate accommodations for examinees with documented disabilities and for other examinees with qualifying medical conditions that may be temporary or are not otherwise covered by the ADA.

The ADA defines a disability as a physical or mental impairment that substantially limits one or more of the major life activities of the individual such as walking, standing, seeing, hearing, eating, sleeping, speaking, breathing, learning, reading, concentrating, thinking, communicating or working. An individual is not substantially limited in a major life activity if the limitation does not amount to a significant restriction when compared with the abilities of the average person.

Accommodations are provided on an individual basis and depend on the nature of the disability or medical condition, documentation provided and the requirements of the examination. ACAC will make reasonable efforts to provide the requested auxiliary aids and services to examinees who have documented disabilities, functional impairments or qualifying medical conditions, **provided that the functional impairment has been demonstrated through documentation, the accommodations do not fundamentally alter the measurement of the skills or knowledge the examination is intended to test, and do not result in an undue burden to ACAC. The decision as to whether a medical condition that is not covered by the ADA is a “qualifying medical condition” for purposes of an ACAC examination is at the sole discretion of ACAC.**

Non-specific diagnoses such as individual learning styles, learning differences, academic problems, computer phobias, slow reading, and **test difficulty or anxiety** in and of themselves do not constitute a disability or impairment.

ACAC examination applicants may request accommodations for the examination by returning the request form that is included in this document. The completed form will serve as a signed, written request.

The special accommodations request form and documentation for any ACAC examinations should be submitted to ACAC at the time of application or immediately thereafter. An examination cannot be administered until ACAC has evaluated the request and supporting documentation. It is not unusual for ACAC to contact the candidate or the professional diagnosing the condition to obtain additional information. Failure to provide ACAC with the appropriate supporting documentation in a timely manner will cause a delay in the review process and the applicant’s ability to take the examination.

Documentation Requirements for All Disabilities

Appropriate documentation of a disability or qualifying medical condition must be provided by the applicant requesting special testing accommodations. The documentation must specify the extent to which testing procedures are to be modified. The accommodation requested or recommended by the professional should not be based on preferences but on disability-driven reasons, nor should it over-accommodate the test taker. Reports from the qualified licensed professional should be on letterhead, typed in English, dated, signed, and legible. Prior to considering any request for special testing accommodations, ACAC must receive the following documentation:

1. A completed Special Testing Accommodations Request form
 - a. Description of disability or medical condition and impact on applicant's daily life and day-to-day functioning – limitations to major life activity
2. Signed, typed and dated current documentation of the disability by a qualified professional. The documentation must be based on professional testing, which was performed by a qualified professional. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol. Documentation must include all of the following:
 - a. The name, title, and professional credentials of the evaluator, including information about license or certification (e.g., licensed psychologist) as well as the area of specialization, employment and state in which the individual practices must be clearly stated in the documentation.
 - b. Contact information including address, telephone number and/or e-mail address of each professional providing documentation.
 - c. The date and location of the assessment upon which each professional's report is based.
 - d. A detailed description of the psychological, educational and/or cognitive functioning tests that were conducted.
 - e. The results of those tests and a comprehensive interpretation of the results.
 - f. The name of the specific disability diagnosed and a description of the specific impact on daily life activities and day-to-day functional limitations to major life activities including a history of the impact of the disability on academic functioning if the disability is due to a learning disability or attention deficit/hyperactivity disorder (ADD or ADHD).
 - g. The specific examination accommodations that are requested to compensate for those limitations and how they will reduce the impact of identified limitations.
 - h. Description of treatment and rehabilitation. Describe all treatment and efforts at remediation that the candidate has undergone and the results of the treatment. Also, describe how the disability is accommodated in daily life.
3. If the applicant has received prior test accommodations from a professional certification program, a Certification of Prior Test Accommodations form (see attached) must be completed by an appropriate certification program official. This documentation need only be completed once.

ACAC reserves the right to request further verification, if necessary, of the evaluating professional's credentials and expertise relevant to the diagnosis.

Definition of a Qualified Professional

A qualified professional is someone with the credentials, training and expertise to diagnose the disability the individual is claiming. The primary relationship of the attesting professional to the individual must be that of a treating medical professional to a patient; there must be no familial, intimate, supervisory or other close relationship between the qualified professional and the individual requesting accommodations.

Auxiliary Aids not Requiring ADA/Special Accommodations

Auxiliary aids can be offered only if they do not fundamentally alter the measurement of skills or knowledge the examination is intended to test and would not result in an undue burden to ACAC or Kryterion.

The following auxiliary aids do not require special accommodations. However, any small items such as pills, inhaler, eye drops, etc. need to be brought to the test center in a small plastic bag (no larger than quart size) in order to be taken into the testing room:

- Tissues, such as Kleenex
- Unwrapped cough drops or pills in a clear plastic baggie and not in a bottle/container
- Pillow for supporting neck, back or injured limb
- Eyeglasses (without the case)
- Hearing aids
- Ear plugs (or proctor can provide a candidate with a set of disposable earplugs)
- Braces (for example: wrist braces, leg braces, neck braces, etc.)
- Neck collars (for neck injuries)
- Crutches
- Wheelchairs
- Motorized chair or scooter
- Bandages/casts - including eye patches, slings for broken/sprained arms, etc.
- Cane, walkers or other medical walking aid
- Eye drops
- Inhaler
- Paper face mask
- Insulin pump or other medical device attached to a person's body

Test Accommodations

The following test accommodations will be considered upon request. More than one accommodation may be selected:

- Extended testing time
- Individual testing room (for those whose disability necessitates separation from all other examinees)
- Reader (if a reader is requested and approved, an accommodation of a separate room is also required)
- Medical device not on approved Auxiliary Aids list.

If you would like to request other accommodations please specify the requested accommodation on the Special Accommodations Request Form. If there are any questions about the requested accommodations, ACAC will contact you after reviewing this form and the documentation you have submitted.

Review of Requested Accommodations

ACAC will consider requests for special accommodations following receipt of all necessary documentation in support of the request for accommodation(s) according to professional diagnostic standards. When reviewing special accommodations requests, four areas will be considered by ACAC: diagnostic evidence, objective evidence, historical evidence and clinical judgment.

The following are descriptions of the four areas considered by ACAC:

Diagnostic Evidence: Test scores if the accommodation is based on a cognitive disability or

medical diagnostic results if the accommodation is based on medical diagnosis with current International Classification of Diseases (ICD) and Diagnostic and Statistical Manual (DSM) codes.

Objective Evidence: Complete psycho-educational or neuropsychological report completed by a qualified professional that provides psychometric data or medical report.

Historical Evidence: Documentation of several of the following: prior confirmed diagnosis, medications prescribed/used in the past, intervention or therapy used in the past, accommodations received in the past.

Clinical Judgment: The medical professional's opinion of how the disability affects the applicant's ability to take an exam; a professional summary.

The applicant will be mailed or e-mailed a notification of the decision regarding the requested accommodation(s). If the request has been granted, the notification will be in the form of a Special Accommodation Test Agreement indicating the accommodation(s) that have been approved. The applicant must sign the agreement and return it to ACAC by the date indicated within the test agreement. The application process for an applicant requesting special accommodations will not be completed until the signed agreement is received by ACAC. If the request for accommodation(s) has been denied, the applicant will be notified of the basis for that decision.

Cancellation

Applicants requesting special testing accommodations who subsequently decide not to take the examination are asked to notify ACAC in writing as soon as possible. Refunds of the submitted fees are processed according to ACAC's Exam Policies and Procedures and include certification and exam fees only. Processing and administration fees are non-refundable.

Applicants requesting to have their special accommodation request withdrawn must do so in writing as soon as possible. Due to the timing of the request, it may be necessary to withdraw the applicant's examination application.

Application for Subsequent Test Accommodations

It is important to recognize that accommodation needs can change over time and are not always identified through the initial evaluation process. Conversely, a prior history of diagnosis and accommodation, without demonstration of a current need, does not in and of itself warrant the provision of an accommodation. Approval of a request for an accommodation will not automatically be based on the same accommodation previously approved. Each request and approval of same is dependent upon the diagnosis and need for the accommodation as well as the length of the examination being taken.

For subsequent special accommodations testing requests, the following must be submitted to ACAC at the time of application or immediately thereafter, depending on the amount of time since the previous special accommodation request and date of documentation.

1. For each and every examination application, the Special Accommodations Request Form must be filled out and submitted to ACAC at the time of application or immediately thereafter.
2. If previous medical documentation has been submitted, ACAC will consider that documentation along with the new Special Accommodations Request Form.

If there is a change in the nature or extent of the disability and/or additional or different accommodations are being requested, note this in the Special Accommodations Request Form along with additional documentation supporting the new request.

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SPECIAL ACCOMODATIONS REQUEST FORM

This form and all required supporting documentation as detailed in the Guidelines for Special Testing Accommodations must be submitted upon application or immediately thereafter.

Review of a request for special accommodations will not begin until all required documentation is received. Failure to provide ACAC with the appropriate documentation in a timely manner will cause a delay in the completion of the application process and delay the applicant's ability to take the exam.

Email or FAX the completed form to ACAC.

Name: _____

Address: _____

City/State/ZIP: _____

Contact Phone: _____

Email Address: _____

ACAC Exam for which Special Accommodation is Requested: _____

Nature of Disability (check one):

- Chronic Health Problem
- Hearing Disability
- Visual Disability
- Learning Disability
- Physical Disability
- Temporary Accidental Injury
- Other

Year in which disability was first diagnosed: _____

Description of disability including impact on daily life activities:

Accommodations Requested (check as many as apply):

Accommodation(s) must be appropriate to the disability and medical condition and supported by a qualified professional's specific recommendation(s). The decision on the special accommodation granted, if any, is at the sole discretion of ACAC based on the submitted supporting documentation.

- Extended testing time
- Individual testing room (for those whose disability necessitates separation from all other examinees)
- Reader (if a reader is requested and approved, an accommodation of a separate room is also required)
- Other: _____

Certification/Authorization:

I certify that the above information is true and accurate. If further information is required regarding the documentation provided, I authorize ACAC or its designee to contact the professional(s) who diagnosed the disability or medical condition and/or entities which have granted me test accommodations. I authorize such professional(s) and entities to communicate with the ACAC or designee in this regard to provide ACAC with clarification and/or further information. I understand that the decision as to whether the appropriate documentation has been submitted, a medical condition that is not covered by the ADA is a "qualifying medical condition" for purposes of an ACAC examination, and the appropriate accommodation needed if any is at the sole discretion of ACAC.

ACAC reserves the right to request further verification, if necessary, of the evaluating professional's credentials and expertise relevant to the diagnosis. ACAC also reserves the right to require further evaluation of the applicant by a professional of its choice at its expense.

Applicant Name: _____

Signature: _____

Date: _____

Notary Public: _____ Expiration Date: _____

Notary Seal/Stamp: _____ Date: _____

This form and all required supporting documentation as detailed in the Guidelines for Special Testing Accommodations must be submitted upon application or immediately thereafter. Please be sure the appropriate documentation is sent to ACAC for your special accommodations request to be reviewed.