EXAMINATION SPECIAL ACCOMMODATIONS POLICY

Overview
It is the policy of the American Board for Certification in Orthotics, Prosthetics and Pedorthics, Inc., (ABC) to administer certification examinations in a manner that does not discriminate against an otherwise qualified applicant. ABC offers reasonable and appropriate accommodations for the examinations for those persons with documented disabilities, as required by the Americans with Disabilities Act (ADA). Candidates requesting any accommodation must submit such requests with the examination application/registration form to provide adequate time to resolve any documentation or examination logistical issues that may arise. ABC will review each request on an individual basis and make decisions relative to appropriate accommodations based on the following general guidelines:

1. To be considered for an accommodation under the ADA, an individual must present adequate documentation demonstrating that his/her condition substantially limits one or more major life activities.

2. Only individuals with disabilities who, with or without reasonable accommodations, meet the eligibility requirements for certification are eligible for accommodations.

3. Requested accommodations must be reasonable and appropriate for the documented disability and must not fundamentally alter the examination’s ability to assess the essential knowledge and competency which the test is designed to measure. A typical accommodation is to allow time and one half to complete the examination.

4. Documentation demonstrating the current level of functioning of a candidate must be no older than three (3) years to help ensure accommodations are based on assessment of the disability’s current impact on the candidate’s ability to take the examination.

5. Professionals conducting assessments, rendering diagnoses of specific disabilities and/or making recommendations for appropriate accommodations must be appropriately qualified and licensed to make such assessments.

6. All documentation submitted in support of a requested accommodation will be kept in confidence and will be disclosed to ABC staff and consultants only to the extent necessary to evaluate the accommodation. No information concerning an accommodation request will be released to third parties without written permission from the candidate.

Establishing Eligibility for Examination Special Accommodations Due to a Disability

General Requirements for Requesting an Accommodation
The Application for Examination Accommodations must be completed in its entirety. Incomplete applications will not be considered for accommodations and will be returned to the candidate for correction. Failure to complete the application in its entirety and submit it to ABC by the application deadline will delay the decision whether to grant an accommodation and may affect the candidate’s ability to sit for the next available examination opportunity. Candidates must
submit documentation from a professional qualified and licensed to assess and diagnose the specific presenting disability. The documentation must include a comprehensive evaluation with objective evidence demonstrating the existence of a disability which substantially limits one or more major life activities. The name, title and professional credential of the qualified professional must be clearly stated in the documentation. Documentation must be submitted on official letterhead, typed, dated, signed. The professional diagnosis must include:

a) A current, valid, professionally recognized diagnosis of the candidate’s disability (e.g. pursuant to the Diagnostic and Statistical Manual of Mental Disorders (DSM IV: revised)) by an appropriately qualified expert with copies of and reported scores from professionally recognized diagnostic tests, where applicable.

b) Documentation that clearly identifies the nature and extent of the functional limitations that exist as a result of the diagnosed disability.

c) Sufficient evidence to demonstrate that the functional limitation substantially limits the individual in performing one or more major life activity.

d) Specific information about the significance of the impact the disability has on the candidate in the testing environment.

e) Specific recommendations for accommodations.

f) An explanation of why each accommodation is recommended and why it is necessary to alleviate the impact of the disability in taking the examination.

ABC reserves the right to request additional information at anytime from the candidate requesting accommodations on its examinations.

**Guidelines for Documentation**

To assist in gathering and submitting all the necessary documentation, following are recommendations as to relevant documentation to support accommodation requests on the basis of the most frequently cited disability:

**Learning Disability**

A diagnosis of a learning disability should be supported by a comprehensive battery of tests, individually administered in a standardized manner.

A stated differential diagnosis should be included and possible alternative causes for the limitations in academic achievement should be ruled out.

Results of previous psycho-educational evaluations and Individual Education Plan (IEP) will be helpful information to include. However, IEPs without more documentation will rarely be sufficient. Remember, a recent evaluation (within the past three years) must be included. If no such assessment has been conducted, then the applicant is responsible for obtaining such documentation before any decision can be made regarding the applicant's request for accommodations.