



## **Candidate and Diplomate Services Accommodations Policy**

**Policy approved BOG meeting 9-23-2024**

### **Policy:**

Candidates and Diplomates seeking accommodation in the assessment<sup>1</sup> process can engage with the ABR in an interactive process to make reasonable and effective assessment accommodations. All requests for accommodation are handled on a case-by-case basis, and the ABR complies with the Americans with Disabilities Act, Amendments Act (ADA), and all other applicable laws.

### **Procedure:**

A candidate or diplomate who requires an accommodation to access and participate in the assessment process may reach out to the ABR and submit an accommodation request form, found at [ADA Accommodation online form](#). Accommodations may fall under the ADA guidelines as described below, or may be for a non-ADA covered need, such as pregnancy, lactation support, military service, or temporarily debilitating and contagious illness. Once the candidate or diplomate submits their request, the interactive process begins. The candidate or diplomate is entitled to an effective accommodation and the ABR is allowed to determine both the accommodation and the reasonableness of the requested accommodation.

Under the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, or thinking) or a major bodily function (such as the neurological, endocrine, or digestive system).

The ABR considers an accommodation request that would fundamentally alter the measurement of the knowledge and skills the exam is intended to assess, jeopardize the security of the exam, or otherwise would alter or lower a program or exam threshold for completion, to be unreasonable. Each request for accommodation shall be reviewed with this in mind.

For all requests, the ABR's response will indicate whether or not the candidate or diplomate has been granted the accommodation, the details of the accommodation, and a request for proposed changes if the accommodation does not meet the needs of the candidate or diplomate.

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<sup>1</sup> "Assessment," as used in this policy, refers to exams and Online Longitudinal Assessment (OLA).

**ADA Accommodation:**

Application is made by completing the [ADA Accommodation online form](#).

Candidates or diplomates anticipating the need for accommodation are encouraged to contact the ABR office well in advance of an exam to allow sufficient time for facilitating any required documentation.

- For computer-based exams, all required documentation must be submitted to the ABR no more than one year and no less than six weeks before the exam date.
- For oral exams, all required documentation must be submitted to the ABR no more than one year and no less than 12 weeks before the exam date.

The ABR will make every effort to accommodate requests submitted after these recommended deadlines, but candidates anticipating the need for accommodations are encouraged to contact the ABR office well in advance of an exam to allow sufficient time for producing any required documentation.

**Lactating and Expectant Parent Accommodation:**

Application is made by completing the [Lactating and Expectant Parent online form](#).

For computer-based exams, requests should be submitted to the ABR no less than one week in advance of the exam date.

For oral exams, requests should be submitted at least eight weeks prior to the exam date.

Accommodation requests received after the above deadlines will be accepted and, whenever possible within the constraints of the exam software and scheduling granted.

**Special Circumstances (Continuing Certification):**

Diplomates who require a Special Circumstance to maintain their Continuing Certification requirements due to extenuating circumstances should refer to the [Special Circumstances Policy](#).

If the ABR is unable to grant your accommodation, you may request an appeal per the [Appeals Policy](#).

This policy is subject to change and modification at any time. Policy changes will not affect prior approved accommodations. All changes are approved by the ABR Board of Governors.