



ADA SPECIAL ACCOMMODATIONS GUIDE

ADA Special Accommodations Information

Candidates requesting Special Accommodation(s) must submit a written request and include official documentation, following ADA guidelines. These guidelines require that psychological or psychiatric evaluations must have been conducted within the last three years, and all medical / physical conditions require documentation of the treating physician's examination, which must have been conducted within the previous three months.

Candidates must contact the Board to inquire about the necessary documentation, prior to pre-registering for the examination. All requested accommodation(s) must be reviewed and approved by the Board.

When the Board has approved the requested accommodation(s), they can proceed with pre-registering the Candidate in the Client Portal. The Board must add the modifications to the Special Accommodation tab. The Candidate will not be able to schedule their exam after the accommodation(s) have been entered into the Client Portal, by the Board.

The Board must send the Candidate's documentation directly to IQTAdaCoordinator@isoqualitytesting.com. The Board must identify / list what accommodation(s) have been approved. (See Prometric's Reasonable Accommodations)

The Candidate will be contacted by the ADA Coordinator to schedule the exam at a location where the accommodation(s) can be provided. The Candidate should not attempt to schedule or reschedule their examination.

Gina Nicolosi is the ADA Coordinator who arranges the Special Accommodation(s) with the Board, the testing center, and the Candidate. Questions should be sent to Gina at IQTAdaCoordinator@isoqualitytesting.com.

The Special Accommodation form is located on IC&RC's Members Only website, on the 'Forms' page. Boards may provide the form to Candidates seeking Special Accommodation(s).



Board ADA Pre-registration Steps

1. Provide the ADA Accommodation Form to Candidates requesting modifications to their examination.
2. All Special Accommodations must be approved by the Board with proper and current documentation before pre-registration.
3. Pre-register the Candidate.
 - Key in the Candidate's information as with any pre-registration.
 - Select **Special Accommodations** at the bottom of the page and check the boxes that best describe the requested accommodation(s).
 - Select **Other** if the request does not appear in the accommodations drop-down then type the description in the **Describe Others ADA** bar below.
 - Type your name into the ADA Contact Name field. The ADA Coordinator will contact you with any questions or concerns.
4. Send the documentation for the Special Accommodation(s) directly to Gina Nicolosi at IQTAdaCoordinator@isoqualitytesting.com.
5. The IQT ADA Coordinator will arrange the Special Accommodation(s) with the Board, testing center, and Candidate.
6. Candidates should NOT select an examination date without being contacted by IQT.
7. Please note, some Special Accommodation(s) may result in extra fees for the Board. IQT will make every effort possible to confirm these costs with the Board prior to scheduling the Candidate for the exam.

Prometric's Reasonable Accommodations

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| • Adjustable Table Height | • Extended time |
| • Allowed to turn on/off lights in a separate room | • Flexible Breaks |
| • Allowed to walk and stretch | • Language Interpreter |
| • Candidate's supplied magnifying glasses | • Reader Required |
| • Extended Scheduled Breaks | • Separate Room |
| | • Sign Language Interpreter |
| | • Special Chair |

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The Americans with Disabilities (ADA) FAQ's

What is the definition of a testing entity?

As the state regulatory agency issuing the exams and providing credentialing/licensing based upon the results, the Board would be considered the "Testing Entity" which is why the approval and costs of ADA Accommodations is the Board's responsibility.

Who enforces ADA Compliance?

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Title I of the ADA through the U.S. Equal Opportunity Commission.

Who approves ADA requests?

The Candidate's written accommodation request is forwarded to the Board for final approval. The ADA Coordinator reviews the Candidate's request, the Doctor's note, and ADA definitions along with the recommendations for modifications.

What is the role of an ADA coordinator?

The ADA/504 Coordinator's responsibilities include assuring compliance with the Americans with Disabilities (ADA) Act, Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities.

Can ADA Accommodations be denied?

Boards can only deny accommodation to people with disabilities if it is "unreasonable" and would cause undue hardship for the Board.

Only "reasonable" modifications are required. What are reasonable Accommodations?

- Braille or large-print exam booklets.
- Screen reading technology. (if available)
- Scribes to transfer answers to Scantron bubble sheets or record dictated notes and essays.
- Extended time
- Wheelchair-accessible testing stations
- Distraction-free rooms
- Physical prompts (for individuals with hearing impairments)
- Permission to bring and take medications during the exam (for example, individuals with diabetes who must monitor their blood sugar and administer insulin).

Source: www.ADA.gov