



QUALIFICATIONS FOR TESTING ACCOMODATIONS For Applicants with Disabilities

General Information

The ABCN Board recognizes that neuropsychologists with disabilities may wish to take the board certification examinations and will attempt to make accommodations for applicants with verified disabilities. The Board supports the intent of the American with Disabilities Act (ADA).

ABCN, in conjunction with the American Board of Professional Psychology (ABPP), will provide reasonable accommodations during testing to provide equal opportunity for persons with disabilities. Applicants are reminded, however, that “auxiliary aids (and services) can only be offered if they do not fundamentally alter the measurement of skills or knowledge the examination is intended to test” (Americans with Disabilities Act, Public Law 101-336 § 309 [b] [3]). To this extent, the Board will provide reasonable accommodations during testing to provide equal opportunity for persons with disabilities. Documentation requesting reasonable accommodations must identify a disability and provide a rationale for specified modifications to standard testing procedures.

Applicants who request accommodations because of a disability must advise the Board in writing no later than the deadline for submitting applications for examination. All documentation and other evidence substantiating the disability must be submitted to the Board at least 30 days before the examination in question is conducted. Required documentation includes completion of the *Application for Testing Accommodations* and appropriate diagnostic letters or reports. All information and documentation provided regarding the disability and need for accommodation in testing will be treated in strict confidence.

Candidates seeking disability accommodations should download the appropriate application from the ABCN web site, www.theabcn.org/ or should contact the Board office for an application.

Documentation on file for the applicant must:

- ***clearly state the diagnosed disability or disabilities;***
- ***describe the functional limitations*** resulting from the disability or disabilities;
- ***be current*** - i.e., completed within the last 5 years for a learning disability, last 6 months for psychiatric disabilities, or last 3 years for attention deficit hyperactivity disorder and all other disabilities (NOTE: this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature);
- ***include complete educational, developmental, and medical history*** relevant to the disability for which testing accommodations are being requested;
- ***include a list of all test instruments*** used in the evaluation report and relevant scores used to document the stated disability (this requirement may not apply to physical or sensory disabilities of a permanent or unchanging nature);
- ***describe the specific accommodations requested;***
- ***adequately support each of the requested testing accommodation(s);***
- ***be typed or printed on official letterhead and be signed*** by an evaluator qualified to make the diagnosis (include information about license or certification and area of specialization).

Review of Documentation

A letter detailing the specific accommodations requested because of disability must be submitted for each examination or re-examination. Documentation should be marked “ADA Materials” and mailed to the attention of the Executive Director at the ABCN Office. Each report is reviewed carefully before accommodations are provided. If the Board does not find appropriate and sufficient evidence to grant accommodations, the applicant will be informed that the request has been denied.

Appeals

Any applicant who is denied accommodations may appeal this decision by submitting the following materials to the Executive Director at the ABCN Office:

- A written request for a formal appeal of the denial of accommodations.
- Additional written information in support of the appeal.

The appeal materials must be sent together in a single mailing envelope that is postmarked within 60 days of the date indicated on the letter of denial of accommodations. The appeal materials will be sent to the Appeals Committee, which will review the materials, deliberate, and make a determination. In all events, the Appeal Committee’s determination is final and binding on both the Board and the applicant.