



NCCAOM DISABILITY DOCUMENTATION GUIDELINES

The NCCAOM provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (“ADA”) for individuals with documented disabilities who demonstrate a need for accommodations. Consistent with the ADA, the NCCAOM defines a disability as a physical or mental impairment that substantially limits one or more of the individual’s major life activities. Testing accommodations may be provided to an examinee with a *qualified* disability to offer reasonable equal access to testing.

Examinees requesting a testing accommodation must submit verifiable documentation from their treating healthcare provider attesting that the examinee has a physical or mental impairment that substantially limits the examinee with respect to a major life activity as compared with the general population. Test anxiety or slow reading, without an identified underlying physical or mental impairment, or failure to achieve a desired outcome are generally not covered by the Americans with Disabilities Act. In its discretion, the NCCAOM may also approve certain accommodations for examinees with documented qualifying medical conditions that may be temporary or are not otherwise covered by the ADA, including those that require the use of medical devices or medication during the examination.

All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature, security, or validity of the exam or that pose an undue burden to the NCCAOM will not be granted. Accommodations are granted for testing in the United States and its territories and may not be available in other locations.

Once approved for testing accommodations, all subsequent testing for NCCAOM will be approved for testing accommodations that are requested in the same application period, unless there has been a material change to the examinee’s condition or treatment, or the examinee is seeking different accommodations. Examinees must request testing accommodations with each application and will be required to submit documentation for the same disability/condition with subsequent retest applications, confirming a current need for the accommodations and specifically noting any changes since the previous application period.

Request for Testing Accommodations and Appropriate Documentation

The following information will assist you in submitting the appropriate documentation to support the testing accommodation request. The documentation will assist NCCAOM in determining whether the individual qualifies for accommodations under the Americans with Disabilities Act.

If you have a disability recognized under the Americans with Disabilities Act and require testing accommodations, you must provide the following:

1. At the time you submit your NCCAOM application and prior to scheduling a testing appointment check the box that indicates you are requesting testing accommodations. You will schedule a testing appointment after your testing accommodation request has been approved. **Please note:** Testing accommodations cannot be added to a previously scheduled testing appointment. If you schedule a testing appointment before the approval of testing accommodations, you will be required to reschedule the appointment.



2. Submit the following documents to NCCAOM STAFF. (The forms listed below can be found at www.nccaom.org under the Forms link:

- (1) Candidate Request for ADA Accommodations form (to be completed by you)
- (2) If applicable, School Confirmation of ADA Accommodations History (to be completed by your school)

3. A current evaluation report, **sent directly to the NCCAOM** from your licensed healthcare professional provider, is required. The following information regarding an evaluation is recommended:

- The licensed healthcare professional who authored the evaluation report should have a "professional/clinical relationship" with the candidate, having treated and/or consulted with the candidate within the last year. The professional must be qualified to diagnose or treat the examinee's mental or physical health impairment. If the diagnosis relates to a mental health impairment, the licensed professional should have a primary practice focus on mental health. If more than one year has passed since the evaluation report was authored, a licensed professional who has treated or evaluated the candidate within the last twelve (12) months must submit a supplemental letter confirming the current accuracy of the evaluation report's conclusions or identifying any relevant changes in the candidate's abilities and limitations.
- Based on the type of disability, some documentation may be outdated or inadequate in scope or content. It may not address the examinee's current level of functioning or need for accommodations because changes may have occurred since the previous evaluation was conducted. In such cases, NCCAOM may request an updated report.
- The NCCAOM may also follow up with the professional to seek more information about the requested accommodations and whether alternative accommodations would be sufficient.
- Since the purpose of an updated report is to determine the examinee's **current** need for accommodations, the update should include documentation reflecting the professional's assessment of the examinee within the prior year, with an attestation from the licensed professional stating that the documentation accurately reflects your ***current abilities and limitations***.
- The document must be on official letterhead, and should include the professional's credentials, signature, address, and telephone number.
- The report must indicate the examinee's name, date of birth, and date of evaluation.
- The professional is not required or expected to submit the examinee's medical health records.

If candidate is submitting a report, the report should also include:



- The **specific diagnostic procedures or tests** administered. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol.
- The **results of the diagnostic procedures** and/or tests and a comprehensive interpretation of the results.
- The **specific diagnosis of the disability**, with an accompanying description of the examinee’s limitations due to the disability.
- A statement of how those limitations affect the examinee’s ability to meet the NCCAOM’s certification and examination requirements.
- A summary of the complete evaluation with **recommendations for the specific accommodations** and how they will reduce the impact of identified functional limitation. If alternative accommodations would be sufficient, the report should identify those alternatives.

The process is not complete until all components have been received.

Unacceptable Forms of Documentation

Please do not submit the following documents; NCCAOM will not accept them.

1. Handwritten letters from licensed professionals.
2. Handwritten patient records/notes from patient charts.
3. Diagnoses on prescription pad.
4. Self-evaluations found on the Internet or in any print publication.
5. Research articles.
6. Original evaluation/diagnostic documents; submit copies of the original documents if needed.
7. Previous correspondence from the NCCAOM (NCCAOM maintains copies of all correspondence.)
8. Correspondence from educational institutions and testing agencies or documents addressed to another organization and not directly addressed to the NCCAOM.
9. Letter from the medical professional that is not on letterhead and not signed

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If the accommodations documentation is not included with the application, NCCAOM will send a letter and a copy of the required forms, to request the information needed to make a determination on the accommodations request.