

Accommodations Policy

The Certification Board will provide reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities who request and demonstrate the need for accommodation.

ADA regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. Documentation is required to validate the type and severity of a disability to enable accommodations to be specifically matched with the identified functional limitation, in order to provide equal access to exam functions for all examinees. Documentation of the requested accommodation must include documentation of need provided by an appropriate, licensed medical doctor, healthcare practitioner or another relevant professional on the professional's letterhead. The documentation must include the candidate's name and address as well as the diagnosis of the disability, history of previous accommodations and specific recommendations for accommodations.

Instructions for requesting special accommodations will be published in the Candidate Handbook. The application form will include the option for candidates to indicate the need for an accommodations request. Special accommodations must be requested in advance using the request for accommodations form in the Candidate Handbook.

Reasonable examination accommodations will be made at no extra charge to individuals with documented disabilities.

Accommodation Requests

The Certification Committee Chairman, in consultation with the Certification Board and/or psychometric consultant as needed, will review applications for accommodations, and will communicate authorization. Permitted accommodations may include, but are not necessarily limited to:

- Additional time
- Adjusted/larger font on written materials
- Auxiliary aids or services

Upon receipt of a request for accommodation, the Certification Committee Chairman will review the information received and may contact the applicant, if needed, to obtain additional information. The Certification Committee Chairman will determine the feasibility of any accommodation, including the specific accommodation requested by the applicant/participant, taking into account all relevant circumstances including, but not limited to: the nature of the documented disability; the nature of the accommodation; and the accommodation's impact on the certification examination.

The Certification Committee Chairman will inform the applicant regarding the accommodation decision. If the accommodation request is denied, the applicant may appeal the decision by submitting a written statement to ISP explaining the reasons for the request. The appeal will be reviewed by the Certification Board within 30 days of receipt. The decision of the Certification Board is final.