

## **Procedure for Special Accommodations Request Form - NAECB**

In compliance with the provisions of the Americans with Disabilities Act (1990) and Title VII of the Civil Rights Act, as amended (42 USC 2000e, et seq.), the National Asthma Educator Certification Board (NAECB) provides qualified candidates with a disability, who supply appropriate documentation, reasonable and appropriate accommodations in order for the candidate to take the Asthma Educator Certification exam. NAECB follows the *Principles of Fairness* set forth by the Institute for Credentialing Excellence.

Under the ADA, a disability is defined as “a physical or mental impairment that substantially limits one or more major life activities.” Examples of major life activities include:

- Caring for one’s self
- Performing manual tasks
- Walking
- Seeing
- Breathing
- Learning

### **Qualified Candidates with a Disability**

A "qualified individual with a disability" is one who has a disability and satisfies all the requisite skill, experience, education and other requirements for certification and, with or without accommodations, can perform the essential duties required of his/her job role. A person must be a "qualified individual with a disability" to be protected under the ADA.

### **Reasonable Accommodation**

Reasonable accommodations provide a candidate with a disability a fair and equal opportunity to demonstrate his/her knowledge and skill in the essential duties being measured by the exam. Reasonable accommodations are decided upon based on the individual's specific request, disability and documentation submitted as well as the appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the exam.

### **Proper Documentation**

The candidate must submit documentation provided by an appropriate licensed professional or certified specialist who diagnosed the disability and is recommending reasonable accommodations. The documentation must be submitted on the forms provided in the candidate handbook. The documentation must provide a diagnosis of the disability. The professional must also agree with recommended specific accommodations. The confidentiality of all documentation submitted by the candidate is protected.

## Procedure

A candidate requesting special accommodations must do so in writing by completing both the **Request for Special Examination Accommodations Form** and **Documentation of Disability-Related Needs Form**. These forms can be found on pages 21-22 of the NAECB Candidate Handbook. The request *must accompany a completed application for taking the Asthma Educator Certification examination*. Accommodations, if approved, will be provided at no additional charge.

PSI (the testing agency) will review the request and provide a response in writing to the candidate along with his/her eligibility determination. If the candidate has been deemed eligible to take the exam, the Eligibility Notice will include the accommodations that have been approved.

PSI notifies the NAECB with regard to written accommodation requests from exam candidates. All accommodations with incomplete documentation or those that do not meet ADA guidelines will be reviewed by NAECB for final determination of request.

All special accommodation forms and related documentation are confidential and will not be released without the written consent of the candidate.

## Documentation Requirements

It is the responsibility of the candidate to ensure that all required forms and supporting documentation are submitted to PSI. A request for special testing accommodations will not be reviewed until all documentation and application/application fee is received. Required documentation includes:

- A completed **Request for special examination accommodations form** to be completed by the candidate, and the **Documentation of Disability-related needs form** to be completed by the healthcare professional.
- Note: The healthcare professional must be a licensed or otherwise qualified practitioner whose credentials are appropriate to diagnose and evaluate the specific disability. Candidates requesting accommodations for learning disorders or mental disabilities must be diagnosed by a psychiatrist, psychologist, or other professional with a minimum of a Master's degree, with credentials recognized as competent to diagnose a mental disorder or learning disability.

If you have questions, call PSI Candidate Services at (833) 333-4755, before submitting your ADA Request Form. After your request is received and evaluated, you will be notified of the testing accommodations that will be provided. All reasonable efforts will be made to accommodate your request. You may also contact NAECB at (877) 408-0072.