

Welcome to the NBCE!

Our accommodations process will most likely be more stringent than any of your past schools, as we provide high-stakes exams for students coming from many different schools across the country, all with different standards and requirements for approvals. National boards operate under a different Title of the ADA than educational institutions, and as such, are under different obligations.

The majority of the time, an accommodations request is sent back to the examinee for more documentation, which takes anywhere from several days to months to obtain. This is why we recommend requesting accommodations far in advance. Accommodations carry over to all Pt 1, 2, 3, & Physiotherapy exams once you have been approved for one of them. Pt 4 is a different review, and additional documentation may be requested. Many who are approved for computer exams are not approved for Pt 4, as the practical, rotation format negates need (for common accommodations such as extended time) in the majority of cases. Also keep in mind that resource-intensive accommodations such as double time, a 2 day administration, or a private room require expert consultant approval, and slow the process even further. Now that you may have a greater understanding of the process, below you will find a checklist to help you gather necessary documentation.

### **CHECKLIST FOR REQUESTING ACCOMMODATIONS**

#### Medical/Psychological Documentation:

Your job is to:

- provide detailed documentation from a qualified professional to substantiate all reported clinical diagnoses
- show how your disability meets full criteria for the reported diagnoses
- show how and to what extent the diagnoses impair real world functioning in major life activities
- provide a credible rationale explaining the need for the requested accommodations in a national board testing situation

This can be demonstrated with a complete evaluation conducted by a health care professional appropriately qualified for evaluating the disability, which contains:

- What diagnostic methods, tests, procedures, &/or assessments were used
- Detailed test scores
- Resulting diagnosis
- A comprehensive interpretation of test results
- History of disability
- Description of limitations due to the disability, as evidence of how the impairment substantially limits your ability to perform a major life function as defined by the ADA
- Specific recommended accommodations
- Rationale for how they will reduce the impact of the identified functional limitation
- On provider letterhead with provider credentials, license #, date and signature

Approvals:

- Past accommodation approvals to establish history, including for other standardized exams, but must include current or most recent school approval

Personal Statement:

- explanation of how your impairment limits your functioning in a major life activity
- why the requested accommodations are necessary for board exams

Best,

Kristin Hanson

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