



---

## POLICY 19 - SPECIAL ACCOMODATIONS

### I. GENERAL

It is the practice of CCI to make all examinations accessible to all qualified candidates. CCI will provide, upon approved requests, reasonable accommodations including auxiliary aids and services necessary to afford an individual with a documented disability the opportunity to take the credentialing examinations administered by CCI.

### II. DOCUMENTATION REQUIREMENTS FOR GRANTING SPECIAL ACCOMODATIONS

Special accommodations will be granted with the submission of the following documents.

1. An original letter signed by the applicant and an evaluator, qualified psychologist, physician or other health care professional who specializes in the stated disability.

This letter should include the following:

- A. The specific diagnosed disability.
- B. The specific functional limitations.
- C. Impact of the functional limitations on the individual's ability to participate in the testing activity.
- D. What accommodations or assistive devices, if any, would cancel or ease the impact of the disability on the candidate's ability to participate in the credentialing process.

Additional documentation required:

2. Verification of the evaluator, psychologist, physician, or health care professional credentials and specialty in the diagnosis of the stated disability.
3. Examples, when possible, of where special accommodations have been requested and granted. If no prior accommodations have been provided,



---

the evaluator, psychologist, physician, or health care professional should include a detailed explanation as to why no accommodations were given in the past and why accommodations are needed now.

THOSE REQUESTING SPECIAL ACCOMODATIONS MUST SUBMIT THE ABOVE DOCUMENTATION AT THE TIME OF APPLICATION.

CCI reserves the right to request additional documentation.

### III. REVIEW OF REQUESTS FOR SPECIAL ACCOMODATION

1. The Executive Director shall review all requests for special accommodations to verify that all required supporting documentation has been submitted.
2. The Executive Director shall forward requests that require expert opinion for their validity to an American Disabilities Act (ADA) consultant.
3. Requests deemed valid by the ADA consultant shall be forwarded to the Executive Committee for final review and action.
4. The individual requesting special accommodation will be notified, in writing, of the decision within thirty (30) days of receipt of the ADA validated request.