

**CCHI EXAMINATION
ADA Accommodation Request Form**



DIRECTIONS: This form must be submitted, along with any required accompanying documentation, electronically to apply@CCHICertification.org. Mailed or faxed forms and documentation will not be accepted. If you are requesting an accommodation(s), your application will not be considered complete until this form and any required accompanying documentation is submitted. Any delay in submitting this form may affect the timeline for determining your eligibility.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
SPECIAL ACCOMMODATIONS			
<p>Describe your disability:</p> <p>Will this disability require special accommodations in order for you to take the examination? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If Yes, describe the special accommodations needed and include separately any written documentation supporting the accommodation that you are requesting.</p> 			

Statement of acknowledgement

By signing below, I hereby affirm that I have read, understood and agreed to all the information regarding ADA Special Accommodations provided in the *Candidate's Examination Handbook* and on this Form. If the information provided in support of this request for special accommodation is not sufficient, I authorize CCHI to obtain additional information from the professionals whose name I have submitted in my application. I acknowledge that CCHI reserves the right to make a final determination as to whether any requested accommodation is warranted and appropriate. I also acknowledge that CCHI may nullify the results of my exam scores if it is subsequently determined based on CCHI's judgment, that any information presented on my application or in the supporting documentation is false or misleading.

Signature

Date

DISABILITY DOCUMENTATION GUIDELINES

The following guidelines serve to describe what is required in order to validate a request for special accommodations due to disability.

- A prior history of accommodations, without demonstration of a current need, will not necessarily warrant approval of special accommodations.
- Qualified individuals with disabilities are required to request accommodations every time they apply to take the CCHI examination.
- Request for accommodations and appropriate, supporting documentations, must be complete and must provide evidence of a substantial limitation to physical or academic functioning. Documentation clearly defines the extent and impact of the impairment(s) upon current levels of academic and physical functioning.
- Clinical evaluations must be performed by a licensed/certified or otherwise qualified professional with credentials appropriate to diagnose a candidate's disability consistent with the provisions of the ADA.
- Details about the professional's area of specialization and professional credentials, including certification and licensure, must be provided.
- Documentation must be submitted on official letterhead from a licensed or qualified healthcare provider who has examined the candidate and diagnosed a physical or mental impairment.
- Documentation must be not be more than three years from the date of this application.
- Documentation for all disabilities should describe the extent of the disability, the criteria for the diagnosis, the diagnosis, the type and length of treatment and the recommended accommodation. Terms such as "problems," "deficiencies," "weaknesses," "differences," and "learning disability" are not the equivalent of a diagnosed specific disability. The disability must be specific.

To avoid unnecessary delays, the applicant must ensure the submission of all required information and documentation in accordance with the above directions and guidelines.

Special accommodations will be made to the extent possible to provide the applicants with the same opportunity as other candidates to succeed at the exam. However, due to the requirement to maintain the psychometric nature and security of the examination, no special accommodations or modifications may be allowed if they threaten to fundamentally alter the nature or security of the exam.

ALL ACCOMMODATION(S) MUST BE APPROVED BY CCHI OR ITS APPOINTED REPRESENTATIVE(S). ONCE AN ACCOMMODATION(S) HAVE BEEN GRANTED, IT MAY NOT BE ALTERED DURING THE EXAMINATION.