



# The American Board of Pediatrics Checklist for applicants requesting test accommodations (New Request)

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As outlined in the “Policy and Procedures for Applicants with Disabilities”, applicants requesting reasonable accommodations due to a disability must provide appropriate documentation of the disability and specify the extent to which the standard testing procedure needs to be modified.

Please submit the following items so that the ABP can review your request for test accommodations. Incomplete documentation may impact the processing and/or determination of your request. Kindly submit all documentation by the published deadline for an initial certifying exam or the Subspecialty In-Training Examination to allow the ABP sufficient time to review your request. The Registration Window for MOC recertification exam opens January 1 through November 30 (3PM EST) each year. The testing window for MOC recertification exam opens January 1 through December 15 of each year. Please allow the ABP sufficient time to review your request.

1. A completed Request Form for Test Accommodations - New.
2. If you choose to do so, attach a personal statement describing your disability and its impact on your ability to function in a clinical setting and in your daily life. If relevant, also describe any current workplace accommodations.
3. A detailed report on official letterhead from a qualified professional appropriate for the evaluation of the disability. For disabilities in which the manifestations vary over time, **the evaluation should be no more than three years old**. The report should include:
  - a. A specific diagnosis;
  - b. Specific findings in support of such diagnosis;
  - c. The current condition of the individual;
  - d. A description of the individual's functional limitations due to the stated disabilities;
  - e. **Specific recommendations for test accommodations** including a detailed explanation of why the accommodations are needed;
  - f. Document the credentials of each professional evaluator that qualify him/her to make the particular diagnosis, including information about license or certification and specialization in the area of the diagnosis. A CV from the treating physician or evaluator is required.

If no prior accommodations have been provided, the qualified professional expert should include a detailed explanation as to why no accommodations were requested or given in the past and why accommodations are needed now.

For the complete details, please refer to the [Policy and Procedures for Applicants with Disabilities](#).