Exam Applicant’s Guide and Checklist for Requesting New or Revised ADA Test Accommodations

TestingAccommodations@abpeds.org
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INTRODUCTION

The American Board of Pediatrics (ABP) provides reasonable and appropriate ADA accommodations for those taking our examinations who make a timely request and demonstrate a need.

ADA accommodations can be provided for those whose conditions are described in the Americans with Disabilities Act Amendments Act (ADAAA), hereafter, “ADA.”

ADA accommodations can be requested through the ABP for the following exams:

- General Pediatrics Initial Certifying Exam
- Pediatric Subspecialty Initial Certifying Exams
- Maintenance of Certification (MOC) Proctored Exams at Testing Centers
- MOCA-Peds Online Longitudinal Assessment for MOC Part 3 (Exam) Requirements

If you need test accommodations for the General Pediatrics In-Training Exam (ITE) or Subspecialty In-Training Exam (SITE), please disregard this guide and speak with your program director or program coordinator at your institution.

If you are a breastfeeding parent OR want to request taking a personal item into the exam room, please visit www.abp.org/content/test-accommodations and complete the appropriate form there at least 90 days before your exam date.

IMPORTANT

This guide describes the information that you will need to apply for a new or revised ADA accommodation in accordance with the Americans with Disabilities Act Amendments Act (ADAAA). Please use it to help you collect and submit the information required to request a test accommodation. If you still have questions after reading this guide, please email us at TestingAccommodations@abpeds.org.

If you have a disability covered under the ADA and require test accommodations, you must notify the ABP every time you apply for an exam.

SYMBOL KEY

This symbol denotes a tip that might improve your experience.

This caution symbol points out areas where mistakes are often made by others.
BEFORE YOU BEGIN YOUR REQUEST

1. Apply for your exam and your accommodation as early as possible during the application period, even if accommodations were received on a prior exam. You must submit your ADA accommodation request by the following dates (see exception on page 7):

   **Initial certifying exams (general pediatrics and subspecialties):**
   By the published final registration deadline

   **Maintenance of Certification (MOC) exams (proctored in a testing center or MOCA-Peds):**
   60 days before your earliest preferred exam date

   Submit your request as soon as possible because you will not be able to schedule your exam date and location until your request is either approved or withdrawn.

2. Understand the U.S. government’s definition of a disability. The ADA defines a disability as a mental or physical impairment that substantially limits a major life activity compared to the average person in the general population. A major life activity is a function that is important to most individuals’ daily lives (e.g., breathing, walking, talking, seeing, caring for oneself, performing manual tasks, and working).

3. Read the ABP’s Applicants with Disabilities policy and all of this guide so that you understand well in advance what steps you need to take to make your request.

   Share the policy and this guide with the professional who will prepare your documentation.

4. If you have not already done so, select a physician or qualified professional expert to administer diagnostic assessments, provide a specific diagnosis(es), recommend appropriate accommodations specific to you, and provide all the required documentation.

   The expert must have a license or other recognized credential in the relevant area of your disability. For physical disabilities, a qualified medical physician must do the assessment and provide the documentation.

5. If you received a classroom or test accommodation while in medical school, during your training, or for other standardized exams such as the MCAT or USMLE, collect documentation that shows the accommodation(s) you were granted and when the exam was administered.

6. Write a personal statement describing your disability and its impact on you and your ability to take an ABP exam. If relevant, also describe any current workplace accommodations or previous test accommodations.

   A personal statement is not required but is recommended.
DOCUMENTATION REQUIREMENTS FOR ALL DISABILITIES

To be granted accommodations for an ABP exam, you must submit documentation from a qualified professional who has made an individualized assessment of you, diagnosing your disability.

💡 Your physician or professional expert can use the checklist below to ensure that all the required documentation is provided.

⚠️ Incomplete documentation may impact the processing and/or determination of your request.

The report must:

— Be prepared by a professional appropriately qualified and licensed to diagnose/evaluate the disability and/or requested accommodations as described above.

— Be on the qualified professional’s letterhead with the professional’s credentials, address, and telephone number, and it must be signed and dated by the qualified professional.

— Include the individual diagnosed/evaluated name, date of birth, and date of evaluation and/or assessment.

Because manifestations of a disability may vary over time and in different settings, it is in your best interest to provide the most recent documentation that is relevant and current to your request, particularly if there is no history of prior accommodations.

— Identify the individual diagnosed/evaluated disability and one or more major life activities that the disability substantially limits.

— Include a history of the disability and prior diagnosis, including previous settings in which accommodations have been granted. If there is no history of prior accommodations, the qualified professional must explain why current circumstances necessitate accommodations.

— Include a professionally recognized diagnosis for the category of disability (e.g., International Classification of Diseases, American Psychiatric Association Diagnostic and Statistical Manual of Mental Disorders).

— Include specific, detailed recommended accommodations with a rationale for why each accommodation is needed. Include a detailed explanation of how the accommodations will reduce the impact of the disability on the applicable ABP certification or continuing certification exam or activities.

Note: It is not necessary to submit statistical assessments. For any such documents provided, however, they must be valid, reliable, and standardized for adult populations. Test performance must be reported in standard scores or percentiles.
HOW TO SUBMIT YOUR DOCUMENTATION AND REQUEST

— Compare the documentation from your qualified professional expert with the information listed in the Applicants with Disabilities policy and this guide to be sure that all requirements have been met and to ensure a complete submission.

If there is a need for further verification of the disability or the need for accommodation, it is possible that the decision on granting the accommodation will be delayed until the next scheduled test administration.

If you have questions before or when you submit your documentation and request, you can contact the ABP at TestingAccommodations@abpeds.org.

— Go to the ABP Test Accommodation Request Form.

— In the form, you will be asked to upload the documentation of your disability, documentation of any previous test accommodations outside of the ABP, and your personal statement, if desired.

— Complete, electronically sign, and submit the form no later than the final registration deadline for initial certification exams and at least 60 days prior to the test date for MOC exams and MOCA-Peds.

See below about test accommodations submitted after this date.

Applicants are advised to retain a copy of all questionnaires and documentation submitted.

— The ABP will email you a notification about your request to the email address you have listed in your ABP Portfolio.

— Approved applicants do not schedule exam appointments online, but follow instructions provided in the approval email from the ABP. All Prometric Testing Centers in the United States comply with the ADAAA. The Prometric Special Conditions group works with the test-taker and the ABP to determine needs and the best methods for accommodations.

EXCEPTION TO ACCOMMODATION REQUEST DATE

Requests for ADA accommodations after the stated due date will not be accepted unless the ADA disability based upon which you may require an accommodation has been first diagnosed after this date. In instances where the ADA disability based upon which you may require an accommodation has been first diagnosed after the deadline, the ABP will endeavor to evaluate the request. However, the ABP makes no guarantee that it will be able to evaluate the request or implement any accommodation in advance of the activity for which you are requesting accommodation(s).
CONFIDENTIALITY

The ABP does not flag or report any information to entities verifying certification about the nature of any individual’s disability or accommodations requested, given, or denied.