



## **ADA Compliance/ Special Accommodations Policy**

IBHRE will provide reasonable accommodations for test candidates with disabilities that are covered under the Americans with Disabilities Act (ADA). The ADA defines a person with a disability as someone with a major physical or mental impairment that substantially limits one or more major life activities (i.e., walking, sitting, standing, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks).

Candidates who request special accommodations must submit the following documentation with their application:

- The *Special Testing Accommodations/ Disability Request Form* completed and signed by the candidate indicating the nature of the disability and the special accommodations needed. (Form available on IBHRE web site).
- A signed letter from an appropriate and qualified healthcare professional. The documentation must:
  - Be current (completed within the last three years)
  - Clearly state the diagnosed disability or disabilities
  - Describe the functional limitations resulting from the disability
  - Describe the specific accommodations requested and the rationale for such accommodations
  - Be typed or printed on official letterhead and signed by the evaluator qualified to make the diagnosis

The purpose of the documentation is to validate that the candidate is covered under the ADA as a disabled individual. Additional documentation may be required to support the request. All documentation submitted in support of a request for special accommodation will be kept confidential; IBHRE will only use the documentation for determination of special testing arrangements and will not disclose the documentation to other individuals. Candidates who apply online must mail or fax special accommodations documentation within five business days from the date an online application is submitted.

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