

Special Accommodations for Candidates with Disability (ADA) Policy

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The purpose of this policy is to outline the process to complete when addressing ADA and or accommodation requests received by a certification candidate.

The goal for the IBSC is to create a non-discriminatory and fairness process that prevents unreasonable or limited access to obtaining certification. This policy puts into place safeguards that guarantee compliance with all applicable laws and regulations.

How to Request an Accommodation:

Any candidate requesting an accommodation for any examination must complete the following steps. All documentation related to the candidate's request must be maintained in the IBSC offices in compliance with the IBSC **Record Security, Retention, and Destruction Policy**.

_____ Create a profile on the IBSC website – www.IBSCertifications.org

_____ Complete the examination application process

_____ Submit the examination fee

_____ Obtain the requested documentation in support of the request from the professional who has diagnosed the disability and recommends you be granted an accommodation. The diagnosis must be made by a properly qualified professional as defined by the ADA. Review the documentation requirements with the professional who made the diagnosis. Submitting all the necessary documentation at one time will help expedite the processing of your request.

_____ Complete and sign the **REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS Form** and return to ADA@IBSC.org

_____ Return the requested forms, along with your documentation, to the IBSC at least 45 days prior to the date you are requesting to test.

_____ After an administrative review is complete, the IBSC will send an e-mail granting or denying the request and, if granted, what accommodations will be provided.

_____ Do not attempt to schedule your examination until you have received BOTH your accommodation letter AND Authorization to Test letter from the IBSC.

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For certification candidates:

IBSC complies with the Americans with Disabilities Act (ADA) and strives to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. The IBSC will provide reasonable accommodations for candidates with disabilities. Computer-based testing (CBT) assessment centers are required to fully meet ADA requirements for accessibility. International and Pencil Paper exams are provided at a variety of public locations and may not – due to their location or due to local country regulations – be ADA accessible. If participating in an International and or Pencil Paper examination, please notify the IBSC that assistance may be required to accommodate certain disabilities.

This information is provided for candidates for the following certification levels: Community Paramedic, Critical Care Paramedic, Flight Paramedic, Tactical Paramedic, Tactical Responder and Medical Transport Safety Professional. Candidates requesting examination accommodations should share this information with individuals responsible for rendering a diagnosis of the specific disability so that appropriate documentation can be assembled to support the request for accommodations.

It is the policy of the International Board of Specialty Certification (IBSC) to administer its certification examinations in a manner that does not discriminate against an otherwise qualified applicant. The IBSC offers reasonable and appropriate accommodations for the written and any practical components of the examination for those persons with documented disabilities, as required by the Americans with Disabilities Act (ADA).

All candidates must hold an acceptable unrestricted professional license issued by the appropriate compliance and or governmental agency, e.g.: paramedic, EMT, or EMR certificate from the National Registry of Emergency Medical Technicians (NREMT), law enforcement identification, military credentials, etc.

The IBSC urges candidates requesting any accommodation to submit such requests as early as possible to provide adequate time to resolve any documentation issues that may arise. At a minimum, all requests for accommodations must be received by the IBSC no less than forty-five (45) days prior to the scheduled testing date.

The IBSC will review each request on an individual basis and make decisions relative to appropriate accommodations based on the following general guidelines:

1. To be considered for an accommodation under the ADA, an individual must present adequate documentation demonstrating that his/her condition substantially limits one or more major life activities.

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2. Only individuals with disabilities who, with or without reasonable accommodations, meet the eligibility requirements for certification at the level of the requested examination are eligible for accommodations.

Written documentation supporting the accommodation you are requesting must meet the following criteria:

1. Be documented on official letterhead from a licensed or certified health professional appropriate for diagnosing and treating the specific disability
2. Include a recommendation for the specific accommodation with current and detailed documentation supporting the request
3. Provide evidence that similar accommodations have been made for the applicant in other educational or testing situations or in employment settings, or describe why no such accommodation was made in the past but is now required
4. Reference the Diagnostic and Statistical Manual of Mental Disorders (DSM-5 or whichever edition was current at the time of diagnosis).
5. Because disabilities and accommodation requirements change over time, documentation must be current and up to date. In most cases, the educational evaluation and testing should be no more than five years old. Medical or psychiatric testing should be current and completed within the last year.
6. Requested accommodations must be reasonable and appropriate for the documented disability and must not fundamentally alter the examination's ability to assess the essential functions of paramedical specialty care, which the examination is designed to measure.
7. If previous accommodation was provided by either a governmental agency who provided paramedic testing or by the NREMT, a copy of letter from the governmental agency or the NREMT granting accommodation can be submitted for review.
8. Professionals conducting assessments, rendering diagnoses of specific disabilities and/or making recommendations for appropriate accommodations must be qualified to do so.
9. The IBSC realizes each candidate's circumstances are unique and a case by case approach to review the documentation is required.

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10. All documentation submitted in support of a requested accommodation will be kept in confidence and will be disclosed to IBSC staff and consultants only to the extent necessary to evaluate the accommodation. No information concerning an accommodation request will be released to third parties without written permission from the candidate.

11. Materials will be reviewed by an appropriately credentialed professional with a decision transmitted to the candidate within 7 days of the decision. Appeal of the decision by the appropriately credentialed professional will be forwarded to the Board of Directors for review with a decision determined at the next appropriate board meeting.

Please refer to <https://www.eeoc.gov/policy/docs/accommodation.html#requesting> for additional DA requirements.

Please address all questions and concerns regarding this policy to the Chairman and or the Chief Operating Officer.

REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS Form

If you have a disability covered by the Americans with Disabilities Act, please complete this form and any documentation of disability-related needs. Please submit these documents with your application at least 45 days prior to your requested examination date.

All documentation related to the candidate's request for accommodation will be maintained in the IBSC offices in compliance with the **Record Security, Retention, and Destruction Policy**.

Candidate Information

Name

Mailing Address

I request special accommodations for the _____ examination.

Please provide (check all that apply):

- Reader – additional fees may apply
- Extended examination time
- Extra and/or Extended Breaks
- Reduced distraction environment

Please list below if any other special accommodations are needed.

Comments:

Please attach documentation of disability-related needs when submitting this form.

Signed: _____

Date: _____

Return this form to: IBSC, 4835 Riveredge Cove, Snellville, GA 30039, or scan your documents and email to ADA@IBSC.org