

## **Accommodation of Candidates with Disabilities for Examination**

### **Policy:**

Hospice Medical Director Certification Board (HMDCB) complies with the provisions of the Americans with Disabilities Act in providing reasonable accommodations to eligible candidates. Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are approved or denied based upon the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination, influence the examination results, or result in an undue burden. Nothing in this policy shall be interpreted to conflict with the requirements of applicable law.

### **Procedure:**

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to HMDCB at least 45 calendar days prior to a candidate's desired examination date. Candidates must complete the Request for Special Examination Accommodations form and submit it along with documentation from an appropriate, licensed professional on the professional's letterhead. The documentation must include the candidate's name; the diagnosis of the disability; and specific recommendations for accommodation. HMDCB and Applied Measurement Professionals, Inc. (AMP) will review the submitted forms and contact the candidate regarding the decision for accommodations.

Candidates requesting special accommodations must call AMP at 888-519-9901 to schedule their examination. Wheelchair access is available at all established AMP Assessment Centers. Candidates must advise AMP at the time of scheduling that wheelchair access is necessary. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements which will be reviewed by AMP.