



ABPD Accommodation Request Documentation Guidelines

Evaluators Must Be Qualified

The evaluators performing assessments and providing a diagnosis of any disability must be qualified to do so. For the diagnosis of learning disability, examples of qualified evaluators include licensed schools, educational and clinical psychologists, neuropsychologists, psychiatrists, learning disability specialists, or medical professionals experienced within the field of learning disabilities. For the diagnosis of Attention Deficit Hyperactivity disorder (ADHD) or other mental disorders that require accommodation, examples of qualified evaluators include licensed schools, educational and clinical psychologists, neuropsychologists, psychiatrists, learning disability specialists, or medical professionals experienced and trained in performing psychological/psychiatric evaluation.

The Evaluation and Assessment Procedures MUST be Comprehensive and Appropriate for Adults Subjects

The documentation must be comprehensive and complete. ADHD and learning disability documentation must minimally include appropriately named measures of intellectual ability and/or information processing such as the Wechsler Adult Intelligence scale, Third Ability, or the Woodcock-Johnson Psycho-Educational Battery Revised Tests of Cognitive Ability, and appropriately normed measures of academic ability such as Woodcock-Johnson PsychoEducation Battery-Revised test of Academic Achievement.

Screening tests such as the Wide Range Achievement test are inappropriate as the sole measure of a person's academic skill development. A narrative describing only the test procedure and their instruments will not be reviewed. Test scores submitted without a narrative report that supports the diagnosis will also not be reviewed.

The Evaluation Reports must be on professional letterhead and must include, but are not limited to, the following:

1. The professional's qualifications, address, telephone number, and original signature.
2. The candidate's name and date(s) of evaluation(s).
3. The specific diagnostic procedures or tests administered. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol.
4. The results of the diagnostic procedures and/or tests and a comprehensive interpretation of the results.
5. The specific diagnosis of the disability, with an accompanying description of the candidate's limitations due to the disability.
6. A summary of the completed evaluation with recommendations for the specific accommodation(s) requested and how they will reduce the impact of identified functional limitations (i.e., substantial impairment in ability to perform necessary tasks and obligations) as they pertain to participation in the ABPD examination.

Unacceptable Forms of Documentation

The following documents should not be submitted, and ABPD will not consider them in the determination of disability and appropriate accommodation(s):

- Incomplete, illegible, or unsigned ABPD Accommodation Request Form
- Handwritten letters from licensed professionals
- Handwritten patient records or notes from patient charts
- Diagnoses on prescription pads
- Self-evaluations
- Research articles
- Original evaluation documents (only copies are acceptable)

The Documentation MUST provide Evidence of Support for the Specific Accommodation(s) Requested by the Candidates and MUST list the Specific Accommodation(s) Requested.

It is the candidate's responsibility to ensure that the evaluator completing the documentation understands the nature of the examination and specifies the accommodation(s) requested for the examination.