AMERICAN BOARD OF PEDIATRIC DENTISTRY

Examination Accommodation Policy

The American Board of Pediatric Dentistry (ABPD) provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act for individuals with documented disabilities or qualifying medical conditions who demonstrate a need for accommodation and complete an application to request an accommodation.

Accommodations are provided on an individual basis and depend on the nature of the disability or medical condition, the documentation provided, and the requirements of the examination. ABPD will make reasonable efforts to provide the requested services to examinees who have documented disabilities or qualifying medical conditions, as long as the accommodations do not fundamentally alter the format of the examination and the measurement of the skills or knowledge the examination is intended to test and are not an undue burden to the organization.

Individuals must request testing accommodations with each application, by the date listed, and may be required to submit additional documentation for the same disability/condition with subsequent applications.

REQUESTING ACCOMMODATIONS AND APPROPRIATE DOCUMENTATION

ABPD requires a completed Examination Accommodation application along with supporting documentation. Access to the application is through the online portal.

Completed applications must include:

- Personal statement
- Documentation of previous accommodations, if any, provided by educational institutions or other testing agencies
- Professional Certification Form
    - Must include professional recommendation for the examination accommodation (extra time needed, etc.)
    - Must be certified, signed and dated by the current medical provider who is treating the condition for which the accommodation is requested
- Current Assessment/Evaluation Report

For the diagnosis of learning disabilities, examples of qualified evaluators include licensed school, education 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 (AD/HD) or other mental disorders that require accommodation, examples of qualified evaluators include licensed school, education and clinical

psychologists, neuropsychologists, psychiatrists, learning disability specialists, or medical professionals experienced and trained in psychological/psychiatric evaluation.

- Must include list of tests performed, with dates, and results of tests with interpretation for diagnosis of condition
    - Tests must 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 Psycho-Education 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.

This documentation will assist ABPD in determining whether the individual qualifies for an accommodation under the Americans with Disabilities Act.

Please see the end of this document for **ABPD Accommodation Request Documentation Guidelines.**

PROCESS AND DEADLINES FOR SUBMISSION

The Examination Accommodation Request Form is located on the ABPD portal. All required documentation must be received by ABPD on or before the following deadlines, if a candidate is requesting an accommodation for pregancy and lactation, please refer to section below for separate deadline.

- Qualifying Examination: within 2 weeks of the closing of the application period
- Oral Clinical Examination: within 2 weeks of the closing of the application period

ABPD personnel will acknowledge receipt of each request and notify applicants when their submissions are complete. Those submissions deemed incomplete as of the required deadline will be excluded from consideration.

PREGNANCY AND LACTATION ACCOMMODATIONS

Nursing mothers who request accommodation will be given:

- 30 minute break at the scheduled break time.

- A private space with an electrical outlet, that is not a restroom, for lactating purposes.

Candidates are allowed to bring their own breast pump with them to the testing center. Children are not permitted at the testing center. Please email info@abpd.org to discuss options if you are exclusively breastfeeding.

Please note: In order to maximize the potential that a nursing mother will have access to private space to express breast milk during an ABPD examination, **ABPD must receive a request for such space at least 90 days prior to the scheduled examination date.** Candidates requesting accommodations for pregnancy and/or lactation will be required to complete an application and provide supporting documentation.

Additionally, ABPD will work with pregnant women on an individual basis to determine the best timing or comfort accommodation. We understand that your needs may vary based on how far along you are in your pregnancy.

DECISION OUTCOME

Completed applications will be reviewed and a decision on accommodation request will be made in writing within 30 days after the deadline. If an applicant/candidate is dissatisfied with ABPD's decision concerning a request for accommodation, reconsideration may be requested in writing to ABPD. The letter must state in specific detail why the initial decision was incorrect and must provide any additional documentation the applicant/candidate wishes ABPD to consider. A request for reconsideration must be received no later than 30 days from the date of ABPD's written decision concerning the request for accommodation. ABPD may grant or deny the request or seek additional information.

Only those accommodations approved in advance by ABPD will be honored at the examination site. No accommodation requests will be considered or approved at the examination site. No extensions to an application or refunds will be granted due to failure of an applicant/candidate/diplomate to request accommodation or if requested, if the accommodation was denied.

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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.

Documentation Must Be Recent

The documentation submitted, including the current evaluation report, must be within the last 5 years.

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.