

ADA

Modification Form

CPA Examination Services

Request for Modification(s) in the Administration of the Uniform CPA Examination

CPA Examination Services (CPAES) complies with the Americans with Disabilities Act (ADA) of 1990, including changes made by the ADA Amendments Act of 2008 (ADAAA) and related regulations. To ensure equal opportunity for all qualified persons, CPAES will make reasonable accommodations for applicants with disabilities. Applicants are responsible for any costs incurred in obtaining the required diagnosis and recommendation. CPAES will pay for any reasonable accommodations that are approved. ***Please be advised there are limited or no accommodations provided at testing locations outside of the United States and its territories.***

1. Name: _____ (_____)
 First Middle Initial Last Previous/Maiden Name

Address: _____

2. Social Security Number (if voluntarily disclosed): _____

3. Daytime Telephone Number and e-mail: _____ / _____
 Telephone Number e-mail

4. Location where you intend to take the examination: _____
 City State Country

5. What is the disability that limits one or more of your major life activities? _____

6. Will this disability require special accommodations in order for you to take the examination?

Yes

No

7. ***If yes, DESCRIBE the special accommodations needed. (Please use the space provided at the bottom of this page for the requested accommodations. You may attach a separate sheet if necessary.)***

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

- Be documented on official letterhead from a licensed or certified health professional appropriate for diagnosing and treating the specific disability
- Include a recommendation for the specific accommodation with current and detailed documentation supporting the request
- 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

The following information is provided to ensure qualifying individuals applying for the Uniform CPA Examination are protected under the Americans with Disabilities Act (ADA) of 1990. All requests submitted through the ADA Modification Form will be evaluated by CPA Examination Services (CPAES) to determine the following:

- 1) The applicant has a disability as defined by the ADA
- 2) There is a current need for testing accommodations
- 3) A reasonable accommodation can be provided

All approved testing modifications must maintain the psychometric nature and security of the examination. Modifications which fundamentally alter the nature or security of the exam will not be granted.

Disability Documentation Guidelines

The following guidelines describe the necessary components of acceptable evidence required to validate a disability and the current need for testing accommodations. A prior history of accommodations, without demonstration of a current need, will not necessarily warrant approval of testing modifications. To avoid unnecessary delays, ensure the submission of all information and documentation is in accordance with these guidelines.

Qualified individuals with disabilities are required to request accommodations at least four weeks before an exam administration. This allows time for the request to be evaluated and processed, and for CPAES to arrange for reasonable accommodations and services to be delivered the day of the examination. Consequently, it is in the applicant's best interest to provide recent and appropriate documentation that clearly defines the extent and impact of the disability upon current levels of academic and physical functioning.

- **The request for accommodations and appropriate supporting documentation should provide evidence of a substantial limitation to physical or mental (academic) functioning.**
- **Clinical evaluations must be performed by a licensed/certified or otherwise qualified professional with credentials appropriate to diagnose and treat the disability (i.e., physician, psychologist, or specialist). Information about the qualified professional's area of specialization and professional credentials, including certification and licensure, should be clearly delineated in the documentation that is provided to CPAES.**
- **Documentation must be submitted on official letterhead from a licensed or qualified professional who has examined the applicant and diagnosed a physical or mental impairment. Depending on the nature of the disability and written evaluation, documentation may include a letter from a physician or a detailed report.**
- **Documentation should be no more than three years old.**
- **Disability documentation must be detailed and specific. Documentation for all disabilities should describe the extent of the disability, the criteria for the diagnosis, the diagnosis, the type and length of treatment and the recommended accommodation. Terms such as "problems," "deficiencies," "weaknesses," "differences" and "learning disability" are not the equivalent of a diagnosed specific disability (such as ADHD, Dyslexia, Multiple Sclerosis, etc.).**
- **Documentation must provide evidence of a substantial current limitation to physical or mental functioning.**
- **For a temporary disability, the documentation should clearly indicate the impact of the disability as well as the anticipated length of the recovery.**

Disability Documentation Guidelines continued... Mental Health Disabilities

- **For invisible (mental) disabilities, the following areas should be assessed:**

Ability: The Weschler Adult Intelligence Scale IV (WAIS-IV), with its subtests can be included as a standard measure of overall intelligence. The WAIS-IV should only be one component of a full documentation report. Other adult intelligence scales or assessments may be deemed acceptable in lieu of the WAIS-IV. Consult a qualified professional for additional information.

Achievement: Current levels of academic functioning in relevant areas, such as reading (decoding and comprehension), mathematics, and oral/written language are relevant to determining whether or not there is a current need for accommodations. The tests submitted should be standardized and valid for use in an adolescent/adult population. Consult a qualified professional for additional information.

Processing Skills: Other tests in processing areas may warrant evaluation as indicated by the tests above. These areas include information processing, visual and auditory processing, and processing speed.

These suggested tests are not meant to preclude assessment in other relevant areas, such as psychological status or vocational skills.

Additional Information

- **CPAES must approve all modifications to the exam administration. Approvals are made on a case-by-case basis.**
- **Any approved special accommodation or modification is granted for future exam sections that have not already been scheduled with Prometric.**
- **In order to schedule an exam with special accommodations, applicants must first receive a Special Accommodations Notice to Schedule (NTS) from NASBA and then contact the Prometric Special Accommodations Unit. Special accommodations appointments cannot be scheduled online. Other scheduling restrictions may apply. Refer to the CPA Examination Candidate Bulletin for additional information.**

When is it necessary to submit this form and supporting documentation?

- If this is the first time you are submitting an ADA request, or if it has been over three years since you tested with modifications, please send in the ADA Modification Form, along with supporting documentation at least four weeks prior to the intended test date.
- If you have been previously approved for testing modifications, but have not taken any sections of the exam within the last year, please submit the ADA Modification form **ONLY**.
- If you have been previously approved for testing modifications, and have taken a section with modifications within the last year, you do not need to submit any documentation.

By signing below, I hereby affirm that I have read, agree to and understand the information provided on this form. If the information provided in support of this application is not sufficient, I authorize CPA Examination Services (CPAES) to obtain additional information from the professionals who treated or evaluated my disability. I acknowledge and understand CPAES reserves the right to make a final determination as to whether any requested accommodation is warranted and appropriate. I also understand I am limited to testing in the United States and its territories and may receive limited or no accommodations if I choose to test in an international location.

Applicant's Signature

Date

Return this form and supporting documentation to: CPA Examination Services Attn: ADA Manager, P.O. Box 198469, Nashville, TN 37219