

## **ACVM Accommodations Policy – Final**

The American College of Veterinary Microbiologists (ACVM) complies with the Americans with Disabilities Act of 1990 (as amended). To ensure equal opportunities for all qualified persons, the ACVM will make reasonable accommodations for candidates when appropriate.

Accommodations are provided on an individual basis and depend on the nature of the disability and documentation provided. The ACVM will make reasonable efforts to provide the requested accommodations to candidates provided the functional impairment has been demonstrated through documentation and that the accommodations do not fundamentally alter the measurement of the skills or knowledge the examination is intended to test, do not jeopardize examination integrity and security, and do not result in an undue burden to the ACVM.

The candidate must provide the ACVM with written documentation supporting each accommodation you are requesting from an appropriate health care professional with the credentials, training, and expertise to diagnose the reported disability who has examined and treated you. This documentation should be provided with the request for accommodations form.

<https://www.acvm.us/forms/accommodation-request.html>

All requests for accommodation for a disability must be submitted via the Accommodations Request Form (<https://www.acvm.us/forms/accommodation-request.html>). Your request should be filed as soon as possible but it must be received by the final date for filing to sit the ACVM examinations. It is the candidate's responsibility to ensure the ACVM has received requests by confirming email or letter.

The ACVM will not pay any costs that you may incur in obtaining the required diagnosis and recommendation. However, the ACVM will pay for any reasonable accommodations that are provided for you.

Accommodations cannot be granted retroactively, so that if a candidate informs the ACVM of a disability after the examination has been completed, there can be no changes made in that candidate's examination grading or results. Similarly, accommodation requests received after the deadline for requests will not be granted.

### **Documentation must include the following:**

1. This documentation must be on letterhead, dated, and signed, and must include the name, title, professional credentials, and contact information of the qualified licensed health care professional. It must include a diagnosis of your health condition, the date(s) of the assessment on which the report is based (must be within 5 years), a description of the specific impact on your daily life activities and day-to-day functional limitations to major life activities, and a specific recommendation and justification for each special testing accommodation that you require. For any mental health (e.g., mood disorder, ADHD) accommodation, there should be an update within the past year related to successful treatment or other issues that have become apparent since the time for the last evaluation. Please remember that accommodations are not based on diagnosis, but current evidence of substantial impairment in skill areas related to the task in which accommodations are being requested.

2. Copies of any official documentation or reports of past accommodations, if any, the candidate received on examinations because of the current disability. If no previous accommodation was made despite being requested, provide a detailed explanation of the reasons no accommodation was given in the past and the reason one is needed now. If an accommodation had been sought and denied, please explain the circumstances involved.
3. The candidate's most recent IEP, Section 504 Plan or similar documentation, if applicable.

The **ACVM** reserves the right to request further verification, if necessary, of the evaluating professional's credentials and expertise relevant to the diagnosis. If the candidate has received prior examination accommodations in an educational setting or for other examinations, documentation of these should also be submitted to the **ACVM**.

### **Evaluation of Accommodation Request and Associated Documentation**

After the candidate has furnished the required documentation and accommodation request form, the ACVM will review the documentation. The review will entail an assessment of the following issues:

1. Is the candidate substantially limited/impaired because of disability, and if so, what is the nature of the impairment and when was this first diagnosed?
2. Will the disability interfere with the candidate's ability to take the examination and, if so, in what ways?
3. Is the requested accommodation necessary to **insure** that the **candidate has equal access to the examination**? If not, what other accommodations **are** necessary? **What previous accommodations have been provided to the test taker in educational settings and on standardized tests and were they successful?**
4. Would the requested accommodation constitute a fundamental alteration of the examination or is an undue burden?
5. Are there any alternative methods to accommodate?

If the answers are not clear from the submitted documentation, the **ACVM** may seek the opinion of an outside expert. In that case, the **ACVM** will send the documentation to the expert for review. The costs of such consultation will be paid by the **ACVM**.

### **Decision to Grant or Refuse Requested Accommodation**

Upon completion of the review of the documentation the **ACVM** will notify the candidate in writing or electronically of its decision and the basis for the decision.

### **Appeals**

If the candidate is dissatisfied with the ACVM's decision regarding their request for accommodation, the candidate may refer to the general appeals procedure set forth by the ACVM.