



Americans with Disabilities Act and Special Testing Accommodations Policy

The American Osteopathic Board of Family Physicians (AOBFP) is committed to a policy of compliance with federal, state, and local laws and regulations. The AOBFP, in compliance with the Americans with Disabilities Acts (ADA), has adopted the following policy. Physicians who are eligible for examination may apply for accommodation of a disability by using an application form approved by the Board.

Definition of Disability

Under the ADA, a disability is defined as a physical or mental impairment that substantially limits one or more of the major life activities of the individual. An individual is not substantially limited in a major life activity if the limitation does not amount to a significant restriction when compared to the abilities of the average person.

Policy Statement

All qualified candidates for board certification who suffer from a disability that, as defined in the ADA, may apply to a certifying board for accommodation of that disability. The AOBFP shall have the discretionary authority, subject to review by the BOS Appeals Committee and the AOA Board of Trustees, to determine if an accommodation is appropriate.

Procedure for Applying for Accommodation of Disability

1. Requests for accommodation of a disability must be submitted in writing to the AOBFP at least ninety (**90**) days prior to the examination date. The request must be supported by appropriate documentation of the diagnosis of disability and the need for accommodation, including the evaluation of the candidate by a qualified professional (see documentation requirements below).
2. Requests for accommodation must be complete and submitted on time. The AOBFP will not delay scheduled administrations of examinations due to a candidate's failure to submit a complete application.
3. The AOBFP must complete its review of requests for accommodation in a timely fashion and advise the candidate within thirty (**30**) days of its receipt of a request for accommodation: **(a)** the requested accommodation will be granted, **(b)** the requested accommodation will be granted in part; **(c)** additional information is required; or **(d)** the requested accommodation will be denied.
4. The AOBFP may request additional information, including requiring an applicant to secure a second opinion from an outside expert or submitting the applicant's documentation to an outside expert. The cost of review by an outside expert will be paid by the AOBFP.
5. In general, reapplication for special accommodation is not required for each examination administration. However, applicants seeking accommodation of a new disability or a different accommodation of the same disability must submit new applications.



Documentation Requirements

Requirements for accommodation must be supported by appropriate documentation of the disability and the need for the requested accommodation. At a minimum, the application should provide the certifying board with the following information and documentation, which is to be prepared and furnished at the applicant's expense:

- **Identification of the disability***
- **Identification of the requested accommodation(s)*** for each identified disability
- **The name and current contact information*** (address, telephone number, email address) of each professional providing a report(s) in support of the disability and/or requested accommodation.
- **A verification and authorization form or application** signed by the certification candidate.
- **An education and examination history***, including the following information: **(a)** the name, location and dates of attendance for all schools the candidate attended from elementary school to the present, **(b)** identify the schools which provided accommodations for the disability in examination settings and the nature of accommodations made for the disability, **(c)** identify standardized tests completed in the course of the candidate's education (e.g., ACT, SAT, MCAT, COMLEX/NBOME); **(d)** for each test identified, candidate to indicate whether he/she received an accommodation for the stated disability and identify the nature of the accommodation; **(e)** if the candidate sought an accommodation that has been denied, please explain the circumstances involved. If the candidate has never received an accommodation, please provide a detailed explanation concerning the reasons no accommodation was given in the past and the reason one is needed now.

Evaluation of Accommodation Requests

The AOBFP will review requests for accommodation upon receipt of the information identified above. The review process will attempt to determine: **(a)** if a candidate is disabled and the nature of a disability, **(b)** whether the disability interferes with the candidate's ability to take the certifying examinations, **(c)** whether the requested accommodation is necessary to allow the candidate to take the examinations, **(d)** whether a different accommodation would better serve the purpose of the certifying exam while still allowing the candidate to take the examination.

Answers to these questions may not be clear from the documentation presented. Therefore, the certifying boards may request an opinion from an outside expert and either send the documentation submitted by the candidate to the expert for review or ask the candidate to be examined by an outside expert. Cost of consultation with an outside expert will be paid by the AOBFP.



AMERICAN OSTEOPATHIC BOARD OF FAMILY PHYSICIANS

Based on the review of all documentation, the AOBFP may decide to: **(a)** grant a request for accommodation, **(b)** grant a request for accommodation that is different than the requested accommodation, **(c)** deny the request for accommodation. The AOBFP will notify the candidate in writing of its decision. If the AOBFP decides to not grant a requested accommodation because a requested accommodation is a fundamental alteration or an undue burden, the Board shall notify the candidate of any alternative methods of accommodation suggested by the expert which are acceptable to it or, if no such alternatives have been suggested, the AOBFP shall inform the candidate and invite the candidate to suggest alternative accommodations.

Appeals

If a request for accommodation has not been granted, a candidate may request that the Board reconsider its decision or appeal the Board's decision to the Appeal Committee of the Bureau of Osteopathic Specialists. Any appeal must be submitted to the secretary of the BOS president within sixty (60) days of the date of the AOBFP written decision concerning the request for accommodation.

Procedures for Examination Administration

Where possible, examinations for disabled persons will be proctored and will be given on the same day as other examinations. The location of the examination administration will be determined by the Board on the basis of feasibility of providing necessary services and convenience to the candidate. Where appropriate, to reduce the effect of the candidate's disability on his or her performance on the examination, the following accommodations may be provided: **(a)** disabled persons may be tested separately, **(b)** disabled persons may be given assistance in reading or recording answers, **(c)** auxiliary aids and services can be offered, but only if they do not fundamentally alter the measurement of skills or knowledge the examination is intended to test and they would not result in an undue burden to the Board; and/or **(d)** time extensions may be granted to accommodate disabled candidates. Other accommodations will be made upon presentation of appropriate information and documentation supporting the requested documentation.

The professional's report should address all appropriate elements relevant to the request for accommodation of disability. With respect to each element, the report should include the name of each test administered, its date, a description of the candidate's performance in each of the areas of the test battery, a summary of test scores, and a complete diagnostic formulation in standard DSM-IV terminology utilizing all diagnostic axes. Diagnostic formulations should integrate current testing findings with academic and psychiatric histories. Raw test data should be available upon request.



AOBFP Testing Accommodations Application

Contact Information

Name as it is listed on your government issued picture ID:

Date:

First Name:

Middle Name:

Last Name:

Suffix:

Street Address:

Street Address 2:

City:

State:

Zip:

Email:

Home Phone:

Mobile Phone:



Identification of disability

Diagnosis:

Date of diagnosis:

Exam Administration

The examination administration for which I am requesting accommodation(s):

Requested accommodations

The accommodation(s) I am requesting for the above administration are:

Education and Examination History

I have requested an accommodation(s) in a similar testing situation **(Yes)** **(No)**

If yes, then please complete the following as it applies to you:

Osteopathic College

School:

Date(s):

Accommodation(s) received:

Standardized examinations: (e.g., ACT, SAT, MCAT, COMLEX/NBOME,)

Other Schools:

College(s):

Date(s):

Accommodation(s) received:



AMERICAN OSTEOPATHIC
BOARD OF FAMILY PHYSICIANS

Secondary school and/or elementary school:

Date(s)

Accommodation(s) received:

****Note:** An individual who has received accommodation(s) in the past should provide documentation of each accommodation(s)

By signing this statement, I declare, under penalties of perjury, that all the information and documentation I am providing is true, accurate, and complete.

Full Name (Printed):

Signature:

AOA#

Date: