



## **American Board of Psychiatry and Neurology, Inc.**

A Member Board of the American Board of Medical Specialties (ABMS)

### **ADA Policy**

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It is the commitment and policy of the American Board of Psychiatry & Neurology (the ABPN) to fully comply with the Americans with Disabilities Act, all amendments thereto and any accompanying applicable regulations (the ADA). Therefore, consistent with and in accordance with the ADA, the ABPN endeavors to administer its public services, where feasible, in a manner that best ensures equal access to individuals with documented qualifying disabilities who demonstrate and request a need for accommodation(s) or auxiliary aides, provided that the requested accommodation is reasonable, not unduly burdensome and does not fundamentally alter the measurement of the skills or knowledge being assessed.

The Board recognizes that physicians with disabilities may wish access to the ABPN's certification and/or continuing certification activities and will attempt to make reasonable accommodations for applicants with verified disabilities who follow these policies and procedures. The purpose of accommodations is to provide equal access to obtaining and/or maintaining ABPN certification, not certification itself. As such, no individual will be excused from either taking an examination for certification or the steps required to maintain certification. Nor will an individual be granted an accommodation that would compromise the ABPN's ability to assess the skills and knowledge the examination or steps required to maintain certification are designed to measure. The ABPN allows appropriate accommodations in order to best ensure that the results of the examination and/or steps to maintain certification reflect each individual's proficiency in the content areas, rather than reflecting an individual's impaired sensory, manual, cognitive or psychological skills (except where those skills are the factors that the examination or steps to maintain certification purports to measure). While the intent of the use of accommodations is to enable an individual to demonstrate their proficiency in the knowledge being assessed, accommodations are not a guarantee of improved performance, test completion, a passing score or ABPN certification.

Examinations and/or steps to maintain certification administered with accommodations are not identified or flagged to entities receiving verification of certification. Nor does the ABPN report any information to entities verifying certification about the nature of any individual's disability or accommodation requested, given or denied.

Please note that there are specific deadlines for requesting an accommodation to allow for the ABPN to consider the request and, if granted, implement the request in a timely manner. Applicants who request accommodations because of a disability must advise the Board in writing no later than the deadline for submitting applications for examination. All documentation and other evidence substantiating the disability must be submitted to the Board no later than 30 days after the deadline for filing an application for examination. Required documentation includes completion of the Application for Testing Accommodations and appropriate checklists contained herein.

Individuals requesting accommodations must check the box provided on the on-screen Testing Accommodations box when applying online and comply with all requirements regardless of previous requests and/or granted accommodations.

The steps to apply for an accommodation and the documentation requirements under this policy are intended to be limited to the minimum amount of information necessary for the ABPN to determine whether an individual is entitled to the requested accommodation. Documentation requesting reasonable accommodations must identify the nature of the disability, the major life activities affected by the disability, and provide a rationale for the need for the specific requested accommodations to standard procedures. **All supporting medical documentation is the individual's responsibility and must be prepared, organized, and obtained at the requesting individual's expense.**

All of the following items must be submitted to the Board no later than 30 days after the application deadline regardless of previous requests and/or granted accommodations.

- An Application for Testing Accommodations pdf form,
- All appropriate checklists,
- All documentation, and
- All other evidence substantiating the disability.

Candidates applying for an examination must use their ABPN Physician Portal and must check the on-screen Testing Accommodations box to notify the Board of the accommodations request. On the receipt, candidates will be given a link to the [Application for Testing Accommodations](#) form to download and print.

Documentation and other evidence substantiating the disability includes but is not limited to each of the following:

- A letter and/or report by a qualified professional who has made an individualized assessment of the applicant diagnosing the applicant's disability and identifying one or more major life activities that the disability substantially limits, including, but not limited to, hearing, seeing, breathing, performing manual tasks, caring for oneself, and/or learning (reading and writing). The diagnosis must be printed on the qualified professional's letterhead, with the qualified professional's credentials, address, and telephone number. The diagnosis must include the candidate's name, date of birth, and date of evaluation, and it must be signed by the qualified professional.
- A history of the disability, including previous settings in which accommodations have been granted. If there is no history of prior accommodations, the examiner must explain why current circumstances necessitate accommodations.
- Diagnostic information about the specified disability using standard nomenclature from sources such as the International Classification of Diseases (ICD) and the APA's current Diagnostic and Statistical Manual of Mental Disorders.
- Specific recommended accommodations with a rationale for why each accommodation is needed. A description of any functional limitations associated with the disability is helpful to the Board's evaluation of the request.