

Professional Credential Services, Inc.

ADA Accommodations Request Form

Professional Credential Services (PCS) complies with the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008 (ADAAA) and related regulations. To ensure equal opportunity for all qualified persons, PCS will make reasonable accommodations for applicants with disabilities. Applicants are responsible for any costs incurred in obtaining the required diagnosis and recommendations. PCS, however, will pay for any accommodations that are approved.

A. Biographical Information.

Please provide your name, address, telephone number and Social Security Number.

Form fields for biographical information: First Name, Middle Initial, Last Name, Other (Maiden), Date of Birth, Social Security Number, Mailing Address (Street or PO Box), City, State, Zip Code, Telephone Number, Fax Number, Email Address.

B. Examination Information.

Please indicate the exam you are taking and the desired accommodations.

Form fields for examination information: Name of examination, Have you previously taken the examination? (Yes/No), If yes, please provide date and location of exam: (Yes/No), Were you provided special accommodations? (Yes/No), Please briefly describe the assistance or special accommodation you are requesting: (text area).

C. Information regarding disability.

Supporting documentation must be submitted with this form unless previously submitted to PCS. Please see guidelines on the next page.

What is the disability (e.g., Learning Disability, Brain injury, PTSD) that limits one or more of your major life activities (e.g., walking, hearing, speaking, seeing, breathing)?

Will this disability require special accommodations in order for you to take the examination? (Yes/No)

If yes, please make sure you complete this form in its entirety and attach official documentation supporting the accommodations you requested above.

Supporting documentation must comply with the following criteria:

- 1. Presented on official letterhead from a licensed or certified health professional qualified to diagnose and treat the disability;
2. Identify a recommendation for the specific accommodations with current, detailed documentation supporting the request;
3. Provide evidence that similar accommodations have been made for you 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,
4. Dated within the last three years; AND
5. Received by PCS at least four weeks prior to your intended test date.

Applicant must sign this form and submit it to:

Professional Credential Services
Attn: ADA Manager
P.O. Box 198768
Nashville, TN 37219-8768

For more information, call
Toll free: 877-887-9727.
www.pcshq.com

The following information is provided to ensure qualifying individuals applying with PCS for an examination are protected under the Americans with Disabilities Act (ADA). All requests submitted through this form will be evaluated by Professional Credential Services (PCS) to determine the following:

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

*Note: All approved testing accommodations 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 that all information and documentation is submitted by the application deadline and 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 PCS to make arrangements for reasonable accommodations and/or services to be delivered on 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.

#### ***Additional Guidelines:***

- **The request for accommodations and appropriate supporting documentation, which is complete, must be submitted by the application deadline for the state to which you are applying as a candidate.**
- **Documentation should provide evidence of a substantial current limitation to physical or mental (academic) functioning.**
- **Clinical evaluations must be performed by a licensed or 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 PCS.**
- **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 disability and written evaluation, documentation may include a letter from a physician or a detailed report.**
- **For most disabilities, documentation that is no more than three years old is considered current.**
- **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 ADD, Dyslexia, Multiple Sclerosis, etc.).**
- **PCS approves all accommodations prior to the examination and communicates the approval or denial in writing directly to the applicant. If accommodations are not available on the day of the exam, applicant may choose to test without accommodations (if possible) or not take the examination.**

**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.

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

**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 took an exam with accommodations, please send this form, along with supporting documentation at least four weeks prior to the intended test date.
- If you have been previously approved for special accommodations, but have not taken an exam in the last year, please submit this form ONLY. You are not required to submit updated supporting documentation.
- If you have been previously approved for special accommodations, and have taken an exam with accommodations within the last year, you do not need to submit any documentation.

**Please keep a copy of all documentation, including this form, for your records.**

By signing below, I hereby affirm that I have read, agree to, and understand all of the information provided on this form. If the information provided in support of this application is not sufficient, I authorize Professional Credential Services (PCS) to obtain additional information from the professionals who treated or evaluated my disability. I acknowledge and understand that PCS reserves the right to make a final determination as to whether any requested accommodation is warranted and appropriate.

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**Applicant's Signature**

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**Date**

**Return this form to: Professional Credential Services  
Attn: ADA Manager  
P.O. Box 198768  
Nashville, TN 37219-8768**