

# Americans with Disabilities Act (ADA) Guidelines

## ***Accommodations***

Accommodations may be available to individuals with documented disabilities pursuant to the Americans with Disabilities Act (ADA). PTAG provides reasonable testing accommodations to candidates whose documented disabilities or other qualifying medical conditions hinder their ability to take the examination under standard conditions. Examples of requests for special testing accommodations that may be granted include modification of seating or other physical arrangements in the testing facility, or providing for the examination to be taken in an accessible location, providing for a reasonable extension of testing time, providing a sign language interpreter (to assist with audio or spoken components, if any), reader, or other auxiliary aid.

PTAG recommends that you submit an accommodation request and obtain approval before registering for an exam date. Often, the provision of an accommodation will require PTAG's test administration site to make arrangements that will impact on scheduling. PTAG will provide notice of an approved accommodation to the test administration providers and the specific accommodations will then be taken into consideration in setting an exam date.

Requests for accommodations will be processed as quickly as possible. Candidates should allow for a minimum of thirty (30) days for processing, with the understanding that some cases may take longer. Candidates should include all the required documentation (see instructions below for what is required) with their initial request. Candidates will be notified in writing of the decision regarding their request for an accommodation. Candidates who receive a testing accommodation are subject to the same policies and procedures described in this Handbook as apply to all other exam takers. PTAG determination about the approval of an accommodation request is final.

## ***Requesting Accommodations***

To be considered for special accommodations, a candidate must complete the PTAG Request for Accommodations Form, located at [www.ptaglobal.com](http://www.ptaglobal.com).

Please be aware that submission of a request for an accommodation does not guarantee testing accommodations. Decisions will be made on a case-by-case basis considering the information submitted and in accordance with the law.

Requests for accommodations must include either:

A letter, written no more than two years earlier than the date of the request, from an objective physician or healthcare professional qualified to diagnose the disability or medical condition and render an opinion as to the need for an accommodation. An "objective" professional cannot be the candidate requesting the accommodation or a relative of the candidate.

The letter from your qualified professional MUST include the following:

1. The specific disability/diagnosis. Mental/emotional disabilities must be accompanied by a numerical DSM-IV classification code.
2. A brief explanation of how this condition limits the candidate's ability to take the exam under standard conditions.
3. If this is not a permanent disability or diagnosis, include date first diagnosed, approximate duration, and method used to make the diagnosis.
4. State specifically the accommodation(s) required. Requested accommodations should be adequate to address the candidate's specific disability or diagnosis without creating an unfair advantage. Please note that candidates who require extra time to complete the exam will be given 150% (or 1 1/2 times) the

standard allotted time. If more time is needed, the letter must specifically state how much time is needed and why that amount of time is required.

Accommodations are provided to qualified candidates with disabilities to the extent that such accommodation does not fundamentally alter the examination or cause an undue burden to PTAG or the test administration site. The cost of excessive accommodation requirements is to be borne by the candidate (i.e., electronic communication equipment, etc.).

Candidates who arrive at the test center for a scheduled examination who have not made a prior request for a special accommodation should be offered the opportunity to take the exam without the accommodation.

Candidates with blood sugar disorders are not required to get prior authorization for small hard candy items at the examination station. Candidates will be asked to remove the items from plastic wrappers, as this could cause a distraction to other candidates.

PSI and PTA Global comply with the standards set forth within ADA. Proctors will make every effort to assist in the accommodation of examination needs of candidates with disabilities.

If a candidate appears to be having difficulty taking an examination, the proctor will inquire if there is anything that can be done to improve the candidate's examination experience. Actions such as adjusting the contrast of the monitor, adjusting the chair height, or adjusting the screen angle will be undertaken immediately.

*PLEASE NOTE: The exam is written and administered in the English language. A lack of facility with the English language is not considered a disability. Exams will not be translated into foreign languages, and interpreters are not permitted inside the exam room for the purpose of translating the examination from English into another language for a candidate.*