



AMERICANS WITH DISABILITIES ACT (ADA)

POLICY

In accordance with the Americans with Disabilities Act, as amended (ADA), it is the policy of the American Board of Emergency Medicine (ABEM) to make reasonable accommodations in its examination procedures when necessary to allow candidates with documented disabilities to test in an accessible manner.

Candidates with documented disabilities may request modifications to the examination format or presentation. Accommodations will not be provided if they would fundamentally alter the measurement of the knowledge, skills, or abilities the examination is intended to measure or would constitute an undue burden.

For courtesy modifications, see ABEM's Guidelines on Comfort Aids and Courtesy Modification Requests.

EXCEPTIONS

None.



AMERICANS WITH DISABILITIES ACT (ADA) PROCEDURES

[Americans with Disabilities \(ADA\) Policy](#)

PROCEDURES

Initiation of Process

Requests for accommodations on the ABEM Qualifying Examination, Oral Certification Examination, or Certifying Examination, or for accommodations on any ABEM subspecialty certification examination or focused practice designation examination (if submitted by an ABEM-sponsored candidate) should be forwarded to ABEM through ABEM's secure submission form: Request for Examination Accommodations. Alternatively, requests may be mailed in writing to: Exam Accommodations, American Board of Emergency Medicine, 3000 Coolidge Road, East Lansing, MI 48823. Note that requests sent by mail may experience delays.

Candidates should submit their requests as early as possible after the examination registration begins and no later than eight weeks prior to the first day of the exam administration period.

For short-term conditions that arise or change less than eight weeks prior to testing, requests for accommodations may be submitted less than eight weeks prior to the first day of the administration of the examination, and ABEM will make every effort to review and respond to the request prior to the test date, although a response prior to testing is not guaranteed.

The candidate must sign all requests and include complete contact information for the candidate (name, mailing address, email address, and phone number). The specific testing accommodation(s) sought must be stated in the request.

Requests for accommodations on the In-Training Examination must be submitted by the candidate's program director to ABEM no later than eight weeks prior to the first day of the exam administration period.

Candidates from other sponsoring specialty Boards who seek accommodations on an ABEM subspecialty examination or ABEM focused practice designation examination should direct their accommodation request to their sponsoring specialty Board no later than eight weeks prior to the first day of the exam administration period.

ABEM candidates seeking accommodations on a subspecialty examination administered by another specialty board must submit their request(s) in accordance with the submission deadlines of the administering board.

Documentation to Submit with Accommodation Requests

Except as otherwise noted below ("Repeat Requests"), candidates requesting accommodations on an ABEM examination must provide the following materials to ABEM:

1. Current documentation demonstrating the relevant physical and/or mental impairment and resulting functional limitations that is signed by a qualified professional. The documentation must be based on professional testing that was performed by a qualified professional. What constitutes current documentation will vary depending on the specific impairment, but it will generally have been

completed within the last five years prior to the accommodation request to ABEM. Documentation must address and substantiate all of the following:

- a. The specific diagnosis(es)
 - b. The functional limitations that the impairment imposes on access to test-taking
 - c. The specific examination accommodations that are requested and how they are expected to address those functional limitations
 - d. The contact information, including address, telephone number, and email address of each qualified professional providing documentation
2. For accommodation requests based on a Specific Learning Disorder and/or Attention-Deficit/Hyperactivity Disorder (ADHD), a detailed description of the psychological, educational, and/or cognitive functioning tests that were conducted and the results of those tests (including scores/subtest scores), as well as a history of the impact of the impairment on academic functioning, should be provided.
 3. For any accommodation request based on cognitive impairment, a detailed description of the cognitive functioning tests that were conducted and the results (including scores/subtest scores) of those tests should be provided.
 4. Evidence of previous test accommodations, if any, in the form of an official statement from the organization granting the accommodations, should be provided. If accommodations have not been previously provided, an explanation should be given as to why accommodations were not provided in the past but are needed now.

Definition of a Qualified Professional

A qualified professional is someone with the credentials, training, and expertise to diagnose the impairment the candidate is claiming. The primary relationship of the qualified professional to the individual must be that of a doctor to a patient; there must be no professional, familial, intimate, or other close relationship between the qualified professional and the individual requesting accommodations.

Repeat Requests

If a candidate was previously approved to receive accommodations on a prior ABEM examination or a comparably-delivered examination administered by another recognized national testing organization and they seek the same accommodations on an ABEM examination based on the same impairment(s) and testing-related functional limitations(s), then written confirmation from the sponsor of the accommodations provided on the prior examination is typically sufficient documentation for approval of those same accommodations on ABEM examinations, if those accommodations are also available on the ABEM examination. If additional documentation is required, ABEM will contact the candidate.

Candidates who were previously approved to receive testing accommodations on a prior ABEM examination or a comparably-delivered examination provided by another recognized national testing organization, but who request different or additional accommodations on an ABEM examination, should submit documentation in support of those different or additional accommodations as set forth above (“Documentation to Submit with Accommodation Requests”).

Review of Requests and Notification of Decision

ABEM will consider requests for accommodations after receiving all required materials. ABEM may utilize outside consultants with specialized expertise to aid in its decision-making. Candidates are encouraged to submit their requests as early as possible. Candidates should allow at least 35 business days for ABEM to process accommodation requests, and in some cases, additional time may be required. Although ABEM anticipates issuing decisions prior to the scheduled test date for all accommodation requests submitted at least eight weeks prior to the scheduled test date, if ABEM requires additional time to review an accommodation request, it will offer options to the candidate. For the Qualifying Examination, Oral

Certification Examination, Certifying Examination, and ABEM-administered subspecialty and focused practice designation examinations, options may include rescheduling the current year's examination to a later date (ABEM will set a final date by which the candidate must take their examination for it to be considered a current-year's examination).

Notification of decisions regarding accommodation requests for the In-training Examination will be provided to the resident and their Program Director via email and first-class mail to the addresses listed in ABEM's records. Candidates and Program Directors are advised to notify ABEM of any changes to candidates' email and/or postal address to facilitate timely and accurate communication.

Notification of decisions for accommodation requests regarding the Qualifying Examination, Oral Certification Examination, Certifying Examination, and any ABEM-administered subspecialty and focused practice designation examinations will be provided to the candidate via email and first-class mail to the addresses listed in ABEM's records. Candidates are advised to notify ABEM of any changes to their email and/or postal address to facilitate timely and accurate communication.

If a request is not approved, notification will include reasons why the request was denied.

If all or part of an accommodation request is denied, the candidate will be given the option of moving forward with testing (under standard testing conditions or with any approved accommodations that were partially granted) or requesting reconsideration.

RECONSIDERATION PROCESS

A candidate can seek reconsideration of a denied accommodation request, either with or without additional supporting documentation (e.g., additional medical or educational records). A candidate who is submitting a reconsideration request but is not submitting additional supporting documentation must request reconsideration, in writing, within five business days of the date of the denial decision letter. A candidate who is submitting additional supporting documentation with their reconsideration request must request reconsideration and provide all supporting documentation within 20 business days of the date of the denial letter.

Reconsideration may be requested only once, and the reconsideration decision by ABEM is final. ABEM cannot guarantee that a reconsideration decision will be issued prior to a scheduled exam date. In the event ABEM has not issued a reconsideration decision prior to a candidate's scheduled test date, ABEM will offer options to the candidate.

A request for reconsideration will be reviewed, and candidates will be notified in the same manner as described in Review of Requests and Notification of Decision (above).