



Special Needs Accommodations Policy

The Certification Board will provide reasonable and appropriate accommodations for individuals with documented disabilities who request and demonstrate the need for accommodation.

The regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. Documentation is required to validate the type and severity of a disability to enable accommodations to be specifically matched with the identified functional limitation, in order to provide equal access to exam functions for all examinees.

Documentation of the requested accommodation must include documentation of need provided by an appropriate, licensed medical doctor, healthcare practitioner or other relevant professional on the professional's letterhead. The documentation must include the Candidate's name and address as well as the diagnosis of the disability, history of previous accommodations and specific recommendations for accommodations.

Instructions for requesting special accommodations will be published in the CCTP Handbook. The application form will include the option for Candidates to indicate the need for an accommodations request. Special accommodations must be requested in advance using the request for accommodations form in the CCTP Handbook.

Reasonable examination accommodations will be made at no extra charge to individuals with documented disabilities.

Accommodation Requests

The CCTP Board Director, in consultation with the CCTP Board will review applications for accommodations, will communicate authorization or denial of accommodations, and will make test site arrangements as needed.

Test sites and examiner will be notified of any approved accommodations in advance.

Permitted accommodations may include, but are not necessarily limited to:

- Additional time
- Separate testing room
- Adjusted/larger font on written materials
- Auxiliary aids or services

Upon receipt of a request for an accommodation, the CCTP Board Director will review the information received and may contact the applicant, if needed, to obtain additional information. CCTP Board Director will determine the feasibility of any accommodation, including the specific accommodation requested by the applicant/participant, taking into account all relevant circumstances including, but not limited to: the nature of the documented disability; the nature of the accommodation; and the accommodation's impact on the Personnel Certification examination.



CCTP Board Director will inform the applicant regarding the accommodation decision. If the accommodation request is denied, the applicant may appeal the decision by submitting a written statement to CCTP Board Director explaining the reasons for the request. The appeal will be reviewed by the CCTP Board Director within 30 days of receipt. The decision of the CCTP Board Director is final.

Request for Special Examination Accommodations

Please complete this form and the Documentation of Disability-Related Needs so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Return this form with your Examination Application, at least 45 days prior to the examination date and Send by email:
contact@cctpworld.com

CANDIDATE INFORMATION

Name (Last, First, Middle Initial, Former Name)

Mailing Address

SPECIAL ACCOMMODATIONS

I request special accommodations for the _____ exam.

Please provide (check all that applies):

- Reader
- Extended testing time
- Reduced-distraction environment
- Other special accommodations (please specify below)

COMMENTS

Signature

Date