

Policy Name	<b>Accommodations for Exams</b>
Policy Number	62.02
Approval Required By	Board of Directors
Version Number	01
Version Effective Date	TBD

### Intent

Establish the policy and guidelines for providing reasonable accommodations to examination candidates with disabilities in accordance requirement to comply with the Americans with Disabilities Act (ADA) ~~and the process by which the National Registry provides accommodations.~~

### Scope

The policy applies to candidates for National Registry certification examinations, including the cognitive examinations and the psychomotor performance examinations (AEMT and Paramedic).

### Definitions

Americans with Disabilities Act (ADA) - The ADA is a civil rights law that prohibits discrimination against individuals with disabilities.

### Policy

The National Registry of Emergency Medical Technicians administers its certification examinations in a manner that does not discriminate against an otherwise qualified ~~applicant~~ candidate with a disability, including by making reasonable accommodations for candidates with disabilities. The National Registry offers reasonable and appropriate accommodations for the written and practical components of the registration examinations for those persons with documented disabilities, as required by the Americans with Disabilities Act (ADA).

The National Registry urges candidates requesting any accommodation to submit such requests as early as possible to provide adequate time to resolve any documentation issues that may arise. At a minimum, all requests for accommodations ~~must~~ should be received by the National Registry no less than forty-five (45) days before the desired ~~scheduled~~ test date.

The National Registry will review each request on an individual basis and make decisions relative to appropriate accommodations based on the following general guidelines:

1. To be considered for an accommodation under the ADA, an individual must present adequate documentation demonstrating that his/her condition substantially limits one or more major life activities.
2. Only individuals with disabilities who, with or without reasonable accommodations, meet the eligibility requirements for certification at the level of the requested examination are eligible for accommodations.
3. Requested accommodations must be reasonable and appropriate for the documented disability and must not fundamentally alter the examination's ability to assess the essential functions of pre-hospital care, which the test is designed to measure.

4. Professionals conducting assessments, rendering diagnoses of specific disabilities and/or making recommendations for appropriate accommodations must be qualified to do so.
5. The National Registry realizes that each candidate’s circumstances are unique and a case by case approach to review the documentation is required. The National Registry will engage in an interactive process with the candidate to evaluate accommodation requests and identify reasonable accommodations.
6. All documentation submitted in support of a requested accommodation will be kept in confidence and will be disclosed to National Registry staff and consultants only to the extent necessary to evaluate the accommodation. No information concerning an accommodation request will be released to third parties without written permission from the candidate.

**Rationale**

The National Registry administers its certification examinations in a manner that does not discriminate against an otherwise qualified applicant with a disability and provides reasonable accommodations to candidates with disabilities in accordance ~~complies~~ with the Americans with Disabilities Act (ADA).

**Related Policies and Procedures**

62.02.01 Processing Request for Accommodation: Cognitive Examination

62.02.02 Processing Request for Accommodation: Psychomotor Examination

**References**

NCCA Standards for the Accreditation of Certification Programs

ISO 17024:2012 General requirements for bodies operating certification of persons

Document History			
Version #	Approval date	Effective date	Revision Summary
01	TBD	TBD	Policy created and approved