



American Academy of Professional Coders ADA EXAM ACCOMMODATION

The Americans with Disabilities Act (ADA) requires that reasonable accommodations be provided to qualified individuals with disabilities. This law defines disabilities as physical or mental impairments that substantially limit one or more of a person's major life activities (e.g., walking, hearing, speaking, seeing, breathing). AAPC will provide reasonable accommodations to qualified applicants who have documented disabilities and demonstrate a need for accommodation(s) during the examination. The purpose of the AAPC certifications is to test an examinee's knowledge of coding principles, proficiency and speed in coding accurately and efficiently. The AAPC examination measures a coder's skill by coding accuracy and production time. AAPC will consider accommodation requests for additional test time of up to a total of eight hours testing time.

INSTRUCTIONS: To support a request for test accommodation, please complete this form and attach current (not more than 1 years old) written supporting documentation from a qualified health professional which addresses the issues listed below. Submit the completed form and the required documentation with your application materials.

PART I. To be completed by the *applicant*

1. Your name: _____
2. State the examination you are applying for _____
3. Specifically describe the accommodation(s) you seek for the examination under the Americans with Disabilities Act. _____

4. Specifically identify the physical or mental disability(ies) that you believe require the above accommodation(s). _____

5. Signature _____ Date _____

PART II. Information to be provided by a qualified health professional and attached to this form

1. Include a statement of the specific diagnosis of the disability.
2. Describe the applicant's functional limitations due to the disability, and the impact of those limitations on physical, perceptual and cognitive abilities.
3. Recommend specific accommodation(s) and for each accommodation, provide a rationale as to how it will reduce the impact of the functional limitation(s).
4. State your professional credentials, training, work experience and any licenses you hold that support your qualifications to diagnose and/or treat this applicant's disabilities.

This letter as well as the above mentioned documentation must be received at AAPC's national office no later than **four weeks** prior to the examination date. AAPC will review the information provided. If the information is incomplete, you will be contacted. If the information is complete, AAPC will determine if the disability accommodations requested are necessary to accurately reflect the individual's coding knowledge and ability. If so, AAPC will arrange appropriate accommodations based on the availability of the exam location/proctors requested.