SUMMARY & PURPOSE:
Candidates must have a route to request reasonable accommodations for examination delivery. This policy provides the guidelines and process by which accommodations can be requested and reviewed.

DEFINITIONS:
None needed

POLICY:
SSH complies with the Americans with Disabilities Act (ADA) and relevant legal standards in other countries as recognized. All candidates for the CHSE and CHSOS examinations may petition to have reasonable accommodations made to the examination testing conditions. Examples of disabilities included, but are not limited to:

- Primary language is not available (e.g. non-English speaker for an English-language exam)
- Visual or other sensory limitations that affect ability to read the questions
- Physical or other documented considerations that require an altered testing arrangement
- Cognitive or other documented impairments that alter the ability to read or comprehend questions

Responsibilities of the candidate:
- Submit their request in writing (typically by email), stating their declared disability
- Submit supporting data, documentation, or other information as appropriate and/or requested
- Submit desired reasonable accommodations if known or as desired

Responsibilities of SSH:
- Review each candidate’s request within a timely manner
- Coordinate with examination vendor to determine reasonable accommodations appropriate to the candidate
- Cover all expenses that incur related to the accommodation

SCOPE/APPLICABILITY:
CHSE and CHSOS certifications.

PROCEDURES TO ENSURE COMPLIANCE:
Staff shall be responsible for ensuring that each candidate’s request is reviewed, and decisions made in a timely manner. The Council and appropriate vendors shall be involved as necessary to review candidate requests and finalize decisions on reasonable accommodations.

To request an accommodation, Candidates shall follow this process:
1. Candidate requests accommodation PRIOR to submitting application.
2. SSH submits the form to vendor.
3. Accommodation is approved prior to the candidate submitting the application.
4. Candidate submits the application.
5. On approval to take the examination, the ADA coordinator contacts the candidate and arranges the date/time/location of the exam.

SUPPORTING/REFERENCE DOCUMENTATION:
- CHSE Handbook
- CHSOS Handbook

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:
- Diversity and Inclusion Statement
- Statement on Non-Discrimination
- ADA Request Form
<table>
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ASSOCIATED NCCA STANDARD(S):
- Standards 6, 6D, 18

POSTED PUBLICLY: YES