



Policies and Procedures for Examination Accommodations

Accommodations for Test Takers with Disabilities

NCCPA complies with the Americans with Disabilities Act (ADA) and is committed to providing reasonable and appropriate accommodations for examinees with documented physical or mental impairments that substantially limit one or more of the major life activities when compared with the abilities of the average person. Accommodations may also be approved for examinees with documented qualifying medical conditions that may be temporary or are not otherwise covered by the ADA, including those that require the use of medical devices or medication during the examination.

Non-specific diagnoses such as individual learning styles, learning differences, academic problems, computer phobias, slow reading, and test difficulty or anxiety in and of themselves do not constitute a disability or impairment.

The decision as to whether a medical condition that is not covered by the ADA is a “qualifying medical condition” for purposes of an NCCPA examination is at the sole discretion of NCCPA.

Accommodations are provided on an individual basis and depend on the nature of the disability or medical condition and documentation provided. NCCPA will make reasonable efforts to provide the requested accommodations to examinees **provided the functional impairment has been demonstrated through documentation, the accommodations do not fundamentally alter the measurement of the skills or knowledge the examination is intended to test, do not jeopardize examination integrity and security, and do not result in an undue burden to NCCPA.** Accommodations cannot be made to the actual content of the examination.

Examination Accommodations

NCCPA examination applicants must request exam accommodations by completing the online Exam Accommodations Request form that appears as part of the application process and submitting the required documentation from a medical provider. The completed online form will serve as a signed, written request for accommodations.

All requests for examination accommodations and documentation submitted are strictly confidential and used solely for the purpose of evaluating the request. Failure to provide NCCPA with the appropriate documentation in a timely manner will cause a delay in the review process and the applicant’s ability to schedule and take the examination. Applicants cannot schedule their exam, nor can the exam be administered until the process described above has been completed.

An applicant may request more than one accommodation; however, supporting documentation is required for each requested accommodation.

Required Supporting Documentation

While documentation of prior approved accommodations in an educational or academic institution or with other testing organizations will be considered, an applicant’s history of receiving accommodations in other contexts does not in and of itself guarantee approval of the requested accommodations from NCCPA.

For an applicant's request for exam accommodations to be considered, the applicant must provide NCCPA with the appropriate required supporting documentation from a qualified medical professional of a disability or qualifying medical condition that requires accommodation.

A qualified professional is someone with the credentials, training, and expertise to diagnose the reported disability. The primary relationship of the attesting professional to the individual must be that of a treating or evaluating medical professional to a patient; there must be no familial, intimate, supervisory, or other close relationship between the qualified professional and the individual requesting the accommodations. NCCPA reserves the right to request further verification, if warranted, of the evaluating professional's credentials and expertise relevant to the diagnosis and accommodation recommendations.

The documentation from the medical provider must

1. Be on **letterhead**, typed in **English**, **dated**, and **signed** and include the **name, title, and professional credentials** of the qualified medical professional.
2. Contain contact information including **address, telephone number, and/or e-mail address** of each professional providing documentation.
3. Include the **date of assessment** upon which each professional's report is based. **If the date of an assessment occurred more than 12 months prior to an applicant's current testing accommodations request to NCCPA, the applicant also needs to include a statement on letterhead from a qualified medical professional who treated or evaluated the candidate within 12 months of the applicant's request either certifying that there have been no material changes in the applicant's functional limitations** (including due to medication or assistive aids) that affect the need for accommodation or identifying any relevant material changes. The only exception is if the prior assessment occurred within the prior five (5) years and the medical professional attests in the statement that there was (or would be) no material change in the applicant's condition, treatment plan, or need for specific accommodations during the period between the assessment and the applicant's request for testing accommodations.
4. Include a **detailed description of the medical, psychological, educational, and/or cognitive functioning tests that were conducted**, the results of those tests and a comprehensive interpretation of the results.
5. State the name of the **specific disability or medical condition** and a description of the **specific impact on daily life activities and day-to-day functional limitations to major life activities** including a history of the impact of the disability on academic functioning if the disability is due to a learning disability or attention deficit/hyperactivity disorder (ADD or ADHD).
6. Identify the **specific examination accommodations that are recommended** and how each will compensate for those limitations and reduce the impact of identified limitations.
7. Include a statement about the **expected duration** of the medical condition and, if applicable, current treatment regime. The document should specifically identify whether there is a possibility that the recommended specific accommodations could change due to improvement or deterioration in the medical condition or changes to the treatment regime, and, if so, the period of time for which the supporting documentation should be considered current (up to a maximum of five years).

In addition to the referenced required supporting documentation above, if the applicant has received prior examination accommodations in an educational setting or for other standardized examinations, documentation of these may be submitted to NCCPA.

Most Common Accommodations

For PANCE, PANRE, PANRE-LA and CAQ administrations, the most common accommodations that NCCPA may approve and provide based on the requests and required documentation received are detailed in the table below.

Accommodation	Description
Extending Testing Time	The following timing accommodations are available: ➤ Time and a half (50% more testing time) ➤ Double Time (100% more testing time) Extended time applies to the examination. It does not apply to the tutorial or break time. Extended time for PANRE-LA and the online CAQ maintenance exam would increase the time allotted for the PA's response to each test question. Extended testing time for PANCE or PANRE may result in the examination being administered over two days. See the Exam Delivery section of this document for timing accommodations details. The two examination dates do not need to be consecutive days or at the same test center. However, the two testing dates must occur within a ten (10) day period.
Frequent/Additional Break Time	Ability to take a break more often than every 60 minutes and/or increased break time from 45 minutes to 75 minutes for each day of testing. (Due to the delivery format of the PANRE-LA and the online CAQ maintenance exam, this accommodation is not applicable for those exams.)
Separate Testing Room	Separate testing room within the test center. A separate room is required if the candidate is approved for an accommodation that provides for the ability to move around during the exam or to have a reader for the exam. (Due to the delivery format of the PANRE-LA and the online CAQ maintenance exam, this accommodation is not applicable for those exams.)
Reader	Experienced individual familiar with medical terms provided by the exam administrator to read the PANCE, PANRE, or CAQ examination to the examinee. If a reader is requested and approved, an accommodation of a separate room is also required. For PANRE-LA and the online CAQ maintenance exams, an examinee approved for this accommodation may ask a colleague, friend, or family member to read test items but may not consult with or accept assistance from the reader about the content of the test item and answer options.
Medical Device	Medical devices or comfort aids not on the approved Auxiliary Aids Not Requiring Special Accommodations list. Medical equipment with an accompanying remote-control device is permitted only if approved as an accommodation. (Due to the delivery format of the PANRE-LA and the online CAQ maintenance exam, this accommodation is not applicable for those exams.)
Enlarged Font	Ability to increase the size of the font – request required for test center exams only.
Adjustable Contrast	Ability to adjust the computer screen contrast – request required for test center exams only.

	The delivery system used for PANRE-LA and the online CAQ maintenance exams provides this function to all test-takers.
Adjustable Work Station	Work station with adjustable height settings that can only be adjusted prior to beginning the examination. (Due to the delivery format of the PANRE-LA and the online CAQ maintenance exam, this accommodation is not applicable for those exams.)
Several auxiliary/comfort aids are permitted without the need to request accommodations. A list of these auxiliary/comfort aids is available on the Pearson VUE website .	

Examination Delivery by Accommodation

The schedule for an examination with accommodations of additional examination time and/or frequent/additional breaks depends on the examination and specific approved accommodations.

PANCE

PANCE Timing Accommodation	# of Blocks per day	# of Questions per Block	Total # of Questions	# of Minutes per Block	# of Minutes per day of Break Time	Tutorial Time (mins)	Total Test Time Including Breaks
PANCE without accommodations (1 Day)	5	60	300	60	45	15	6 hours
Frequent Breaks Only – Two Day Exam							
PANCE Frequent Breaks (Day 1)	5	30	150	30	75	15	4 hours
PANCE Frequent Breaks (Day 2)	5	30	150	30	75	0	3 hours 45 min
Time and a Half – Two Day Exam							
PANCE Time and a Half (Day 1)	5	30	150	45	45	15	4 hours 45 min
PANCE Time and a Half (Day 2)	5	30	150	45	45	0	4 hours 30 min
PANCE Time and a Half w/ Freq Breaks (Day 1)	10	15	150	22.5	75	15	5 hours 15 min
PANCE Time and a Half w/ Freq Breaks (Day 2)	10	15	150	22.5	75	0	5 hours
Double Time – Two Day Exam							
PANCE Double Time (Day 1)	5	30	150	60	45	15	6 hours
PANCE Double Time (Day 2)	5	30	150	60	45	0	5 hours 45 min
PANCE Double Time w/ Freq Breaks (Day 1)	10	15	150	30	75	15	6 hours 30 min
PANCE Double Time w/ Freq Breaks (Day 2)	10	15	150	30	75	0	6 hours 15 min

PANRE

PANRE Timing Accommodation	# of Blocks per day	# of Questions per Block	Total # of Questions	# of Minutes per Block	# of Minutes per day of Break Time	Tutorial Time (mins)	Total Test Time Including Breaks
PANRE without accommodations (1 Day)	4	60	240	60	45	15	5 hours
Frequent Breaks Only – One Day Exam							
PANRE Frequent Breaks (1 Day)	8	30	240	30	75	15	5 hours 30 min
Time and a Half – One Day Exam							
PANRE Time and a Half (1 Day)	8	30	240	45	45	15	7 hours
PANRE Time and a Half w/ Freq Breaks (1 Day)	8	30	240	45	75	15	7 hours 30 min
Double Time – Two Day Exam							
PANRE Double Time (Day 1)	4	30	120	60	45	15	5 hours
PANRE Double Time (Day 2)	4	30	120	60	45	0	4 hours 45 min
PANRE Double Time w/ Freq Breaks (Day 1)	8	15	120	30	75	15	5 hours 30 min
PANRE Double Time w/ Freq Breaks (Day 2)	8	15	120	30	75	0	5 hours 15 min

PANRE-LA

PANRE-LA Timing Accommodation	# of Questions per Quarter	Time to Complete Each Question
PANRE-LA without accommodations	25	5 minutes
Time and a Half		
PANRE-LA Time and a Half	25	7.5 Minutes
Double Time		
PANRE-LA Double Time	25	10 Minutes

CAQ Examination (Time and half is not available for CAQ Examinations)

CAQ Timing Accommodation	# of Blocks per day	# of Questions per Block	Total # of Questions	# of Minutes per Block	# of Minutes per day of Break Time	Tutorial Time (mins)	Total Test Time Including Breaks
CAQ without accommodations (1 Day)	2	60	120	60	15	15	2 hours 30 min
Frequent Breaks Only – One Day Exam							
CAQ Frequent Breaks (1 Day)	4	30	120	30	30	15	2 hours 45 min
Double Time w/Freq Breaks – One Day Exam							
CAQ Double Time w/ Freq Breaks (1 Day)	4	30	120	60	45	15	5 hours

CAQ Online Maintenance Examination

CAQ Online Timing Accommodation	# of Questions	Time to Complete Each Question
CAQ Online without accommodations	120	5 minutes
Time and a Half		
CAQ Online Time and a Half	120	7.5 minutes
Double Time		
CAQ Online Double Time	120	10 minutes

Review of Requested Accommodations

NCCPA will consider requests for examination accommodations following receipt of an examination application and all required documentation in support of the request.

A prior history of diagnosis or medical condition and approved accommodations, without demonstration of a current need (as evidenced by documentation from an evaluation within the prior 12-month period), does not in and of itself warrant the provision of an accommodation. NCCPA reserves the right to request more current documentation to support the requested accommodations.

Failure to provide NCCPA with the appropriate supporting documentation in a timely manner will cause a delay in the review process and the applicant's ability to schedule and take the examination.

If the accommodations request is approved, the applicant will receive an Accommodations Agreement indicating the accommodations that have been approved. **The applicant must sign the Agreement and return it to NCCPA. The approval of an accommodations request will not be final until the signed agreement is received by NCCPA.**

If the request for accommodations is not approved, the applicant will be notified of the basis for that decision. Applicants who are not satisfied with this decision may request a formal appeal by the Review and Appeals Department. Appeals of ADA accommodation decisions must be accompanied by clear rationale and supporting documentation. The appeal procedure applies only to requests for accommodations due to disabilities or medical conditions as defined under the ADA.

NCCPA may audit the supporting documentation received, including by contacting prior institutions and/or the evaluating professional to verify the authenticity of the documentation. Submitting false or fraudulent documentation to NCCPA in connection with an accommodations request constitutes Irregular Behavior under NCCPA's [Policies and Procedures for PA Disciplinary Matters](#) that may result in disciplinary action, including revocation of certification and eligibility for certification.

Application for Subsequent Test Accommodations With NCCPA

Approved testing accommodations apply only to the exam administration for which the request was made. Accommodations for subsequent exams will not automatically be granted based on the prior documentation. A new request and, depending on the timing, updated documentation will need to be submitted.

- For each examination application, the applicant must request accommodations and complete the online Exam Accommodations Request Form.
- If previous documentation has been submitted for the same disability or medical condition, NCCPA will review that documentation along with the new Exam Accommodations Request Form. If the supporting documentation from the prior request is dated more than 12 months prior to the current request, the applicant should submit an updated certification from a qualified medical provider with the new Exam Accommodations Request Form.
- If there is a change in the nature or extent of the disability or medical condition and if additional or different accommodations are being requested, applicants should indicate this on the Exam Accommodations Request Form. In the event of any changes, applicants will be required to submit the required documentation from a medical provider supporting the new request.

Cancellation of an Accommodations Request

If the applicant asks for the removal of any or all accommodations prior to approval of the initial request, NCCPA will remove the accommodations as requested and proceed with the processing of the examination application.

Should an examinee ask for the removal of any or all accommodations after approval of an accommodation for a test center exam, it may be necessary to withdraw the examination application resulting in the cancellation of scheduled examination date(s), if applicable, and submission of a new examination application.

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CERTIFICATION OF PRIOR EXAM ACCOMMODATIONS

*This form must be **completed by an academic institution or PA program official responsible for student disability services**. The completed form should be submitted to NCCPA as soon as possible to facilitate a timely review of the accommodation request. This form need only be completed once for each applicant.*

Please type or print.

Applicant's Name: _____

NCCPA ID #: _____

1. I, _____, hold the position of _____.
(Printed Name) (Title)

2. I certify that _____ officially approved and provided the
(Name of Institution)

following accommodation(s) for the above applicant beginning on _____.
(Month/Year)

3. Accommodation(s) provided:

4. Reason for provision of accommodation(s):

Printed Name: _____ Date: _____

Signature: _____ Phone Number: _____

*Please email or fax the completed form to NCCPA
examaccommodations@nccpa.net Fax: 678-417-8135*