

# CPDO Test Accommodation Instructions

## NBEO CPDO Examination Computer-Based Test (CBT) Given at Pearson VUE Test Centers

### ADA-Eligible and Non-ADA-Type Disability Test Accommodations

#### Summary of Sections:

1. General Information for **All Candidates with Disabilities (ADA-Eligible, Non-ADA-Type)**
2. Information Specific for Candidates with **ADA-Eligible** Disabilities
3. Information Specific for Candidates with **Non-ADA-Type** Disabilities
- 4: Comparison and Examples of **ADA-Eligible** and **Non-ADA-Type** Disability Processes

#### Section 1: General Information for ALL Candidates with Disabilities

- A. In accordance with the following guidelines consistent with the **Americans with Disabilities Act Amendments Act (ADAAA)**, the National Board will provide reasonable test accommodations for all qualified CPDO candidates. A diagnosis of **ADA-eligible** or **non-ADA-type** impairment by itself is not sufficient to warrant testing accommodations. There also must be compelling evidence that there is a substantial limitation in a major life activity when compared with the average person in the general population. The need for test accommodations must be adequately justified in all cases. The goal is to provide reasonable test accommodations to all disabled candidates who qualify for them while at the same time avoiding the dispensation of accommodations to unqualified candidates. The NBEO strives to provide a fair testing environment for all examination candidates.
- B. **ADA-eligible** and **non-ADA-type** disability request parameters are differentiated below, each in their own section.
- C. Candidates request both **ADA-eligible** and **non-ADA-type** disability test accommodations by completing the [Request for Test Accommodation Form](#) and submitting it to the NBEO by email, fax, or U.S. mail. **This request form should be sent by the candidate.**
- D. All accommodation request forms must be complemented by the delivery to the NBEO of current, written, qualified disability documentation supporting the accommodation requested. **The supportive documentation must address specific components that are listed in the [Documentation Guidelines/Requirements](#) and must be prepared by appropriate, well-credentialed professionals.**
- E. **Evaluations performed by trainees are accepted only if accompanied by a cover letter prepared, signed, and dated by the trainee's professional psychoeducational supervisor.** This letter must:
- 1) certify that the document provides a valid assessment of disability;
  - 2) attest that all aspects of the evaluation have been reviewed and repeated where necessary;
  - 3) itemize the supervisor's test accommodation recommendations; and
  - 4) state that all components of the assessment have been approved by the supervisor composing the letter.
- F. **All documentation from healthcare professionals and disability evaluators must be emailed, faxed, or mailed to the NBEO** (see box below) **directly from the assessment provider.** Evaluations and reports sent in by candidates will NOT be accepted. **Only the test accommodation request forms are submitted by candidates.**

**All disability documentation must be submitted to the NBEO directly from the assessment provider. This information may be sent, ATTN: ADA Coordinator, via:**

- email, at [nbeo@optometry.org](mailto:nbeo@optometry.org)
- fax, at 704.332.9568
- U.S. mail, to National Board of Examiners in Optometry  
200 South College Street, Suite 2010  
Charlotte, North Carolina 28202

**Section 1: General Information for ALL Candidates (continued)**

- G. The **National Board reserves the right to obtain, and typically does obtain, an expert psychoeducational professional’s review of candidates’ disability information**, at NBEO expense. The NBEO reserves the right to request additional justifying disability records prior to making an accommodation decision. The source of any disability documentation may be verified by the NBEO.
- H. **Any non-standard item that a candidate wishes to bring into the Pearson VUE exam room on test day is considered a test accommodation and will not be permitted in the exam room without prior approval through the test accommodation process.** This would include crutches, infusion pumps, pillows, and the like. **Any such belongings brought to the test site will be inspected by the exam proctor when the candidate checks in to take the exam.**
- I. **Test Accommodation Request Outcomes**
  - 1) **Request Approval:** When the National Board determines that an **ADA-eligible** or **non-ADA-type** accommodation is justified and appropriate, the candidate will receive a **Test Accommodation Agreement** signed by the NBEO ADA Coordinator. The specific accommodation to be granted will be described in this Agreement.
  - 2) **Request Denial:** When the National Board denies a request for accommodation, the candidate will be notified in writing by the ADA Coordinator with an explanation of the reason(s) for denial. The candidate may **APPEAL** the denial decision if time permits before the disability deadline expires in **ADA-eligible** cases (February 7, 2017), or before the exam date arrives in **non-ADA-type** cases. All **ADA-eligible** and **non-ADA-type** test accommodation appeals may be initiated by use of the **Appeal Form** found on the National Board website at: <http://www.optometry.org/appeals.cfm>.
    - a) **ADA-ELIGIBLE DISABILITY APPEAL:** An Appeal Form must be completed and submitted to initiate a staff-level appeal. The form must be accompanied by additional supportive **ADA-eligible** disability documentation sent to NBEO from the information provider. Only in the event of a staff-level appeal denial, the candidate may choose to initiate a judicial-level appeal by completing a second Appeal Form and providing additional evidence of disability. The Appeal Form(s) and all new disability records must be submitted prior to 11:59 p.m. on the **ADA-eligible** deadline appropriate to the CPDO exam (February 7, 2017).
    - b) **NON-ADA-TYPE DISABILITY APPEAL:** Assuming there is adequate time prior to Test Day following this type of accommodation request denial, the same appeal process that is described above applies to this disability category. Unfortunately, last-minute non-ADA-type disability requests and/or appeals are often denied due to the considerable time involved in processing test accommodations from initial request to final implementation. In addition, the reserved Pearson VUE testing center may or may not be able to accommodate the special testing circumstances needed with a limited time resource.

**Significant Dates for CPDO Examination Test Accommodation**

**For ADA-ELIGIBLE Disability Test Accommodation:**

<b><u>Recommended Application Date</u></b>	<b><u>Opening Registration Date</u></b>	<b><u>Final ADA Application Deadline</u></b>	<b><u>Final ADA Documentation Deadline</u></b>
Now	October 3, 2016	January 24, 2017	February 7, 2017

**For Non-ADA-Type Disability Test Accommodation:**

<b><u>Earliest Appearance of Temporary Disability Symptoms</u></b>	<b><u>Earliest Application Date</u></b>	<b><u>Final Non-ADA-Deadline</u></b>
February 8, 2017	February 10, 2017	none

## **Section 2: Information Specific to ADA-Eligible Disabilities**

- A. CPDO candidates do not need to be registered for CPDO exam before requesting **ADA-eligible** test accommodations (unlike those requesting **non-ADA-type** accommodations, who MUST be registered with the NBEO before applying for test accommodations).
- B. **Only completed applications and supportive documentation received in accordance with the ADA-eligible deadline** (see red box on page 2) **will be considered for accommodation of ADA-eligible disabilities**. Examples of **ADA-eligible** conditions include, but are not limited to, a wide variety of long-term learning disabilities, ADHD, visual limitations, and hearing loss.
- C. The final **ADA-eligible** deadline for submitting an accommodation application is Tuesday, January 24, 2017. However, it is highly recommended that candidates apply for accommodations far in advance of this date. The final deadline for submitting any documentation related to an ADA-eligible request or for appealing a staff level or judicial level appeal is February 7, 2017. Because follow-up documentation is often needed, a candidate who applies on or near the January 24 deadline runs the risk of not having time to submit the requested follow-up documentation. In addition, anyone who applies on or near the January 24 deadline is not likely to have time to appeal a staff decision should the candidate's application be denied.
- D. Separate test accommodation requests must be submitted prior to each CPDO testing event. Previously submitted, current, acceptable evidence of disability typically does not have to be re-sent to the NBEO from the information sources though additional evidence of disability may be needed to support the requested accommodation.

## **Section 3: Information Specific to Non-ADA-Type Disabilities**

- A. **Candidates MUST register for the CPDO exam BEFORE requesting non-ADA-type test accommodations** (unlike those requesting **ADA-eligible** accommodations, who DO NOT need to be registered with the NBEO to take the CPDO exam before applying for test accommodations).
- B. Candidates with physical conditions not covered under the **Americans with Disabilities Act Amendments Act (ADAAA)** but which limit functionality may also request test accommodations for CPDO. Examples of a **non-ADA-type** condition include, but are not limited to, a broken bone that would require the use of crutches in an exam room, or a temporary bladder problem that would necessitate extra restroom breaks, or use of a pharmaceutical infusion pump to assist with fleeting medical circumstances. **Newly acquired or temporary conditions of this nature must be of recent onset relative to Test Day (must have become a limiting factor after the ADA application deadline)**. Because these conditions will not have existed prior to the ADA disability deadline date, a different time frame is observed for submission of accommodation requests, documentation, appeals, and supplemental assessment materials.
- C. For a **non-ADA-type** of limitation, the candidate must complete and email, fax, or mail to the NBEO the **Request for Test Accommodation Form** **no more than 28 days before Test Day** (see red box on Page 2). Application timing is of the essence as the test date approaches since it can take considerable time to arrange accommodations, when assigned. Due to the recent-onset nature of **non-ADA-type** of disability and the subsequent late date of accommodation application, the need may arise to exchange a scheduled Pearson VUE test seat to a different Pearson VUE test center that is able to provide the required accommodation.
- D. Detailed assessment documentation from an appropriate healthcare provider must be submitted **directly from the provider to the NBEO via email, fax, or mail** (see red box on Page 1 for remittance addresses and numbers). Essentially, this report of **non-ADA-type** disability must include, but is not limited to, a clear description of the condition and functional limitation; its date of onset; how the disability limits the performance of tasks as compared to average individuals within the general population; and an explanation of the specific accommodation that is recommended by the healthcare professional. The healthcare provider's reference to the **Documentation Guidelines/Requirements** is necessary to ensure that a comprehensive disability report is prepared by the professional disability evaluator.
- E. Though these conditions may have presented somewhat in advance of the 28-day application period, **non-ADA-type disability evaluations must be conducted no more than 28 days prior to Test Day** to document that the disability remains a limiting factor as the CPDO test date approaches.
- F. While there is a defined application interval for **non-ADA-type** accommodation requests, there is no deadline for this category of disability. However, to allow the NBEO adequate time to process the **non-ADA-type** accommodation request, the **Request for Test Accommodation Form** and ALL documentation should be submitted as soon as possible within 28 days before the candidate's Test Day. Failure to present all application material in a timely fashion likely will result in the NBEO's and/or Pearson VUE's inability to provide accommodations for the functional limitation. Again, the candidate may find it necessary to reschedule at another Pearson VUE test venue due to the inability of some test centers to provide the approved accommodative conditions.

- G. Regarding test accommodation re-application rules for subsequent CPDO exams, because of the **temporary or recent-onset** nature of **non-ADA-type** disabling conditions that qualify for NBEO consideration, any CPDO test accommodation decision applies only to the original test date identified on the **Request for Test Accommodation Form**. Because this class of disability is **temporary in nature**, each separate **non-ADA-type** request for test accommodations must be accompanied by **updated documentation of limitation** (evaluation performed less than 28 days before Test Day) in order to initiate NBEO re-consideration of and potential preparation for any **non-ADA-type** test accommodation that may be granted.

**Section 4: Comparison and Examples of ADA-Eligible and Non-ADA-Type Disability Processes**

**Disability Type**

**Parameters**

**ADA-eligible:**

**Application:** apply EARLY; final DEADLINE is January 24, 2017  
**Example of Disability:** reading disability; CHRONIC condition of LONG-TERM DURATION  
**Accommodation Example:** extra 30 minutes of test time  
**Documentation:** psychoeducational evaluations related to ADA-eligible conditions must have been conducted within the past three years; physical limitation evaluations related to ADA-eligible conditions must have been conducted no more than 3 months before the final deadline since manifestations of disability may change over time

**Non-ADA-type:**

**Application:** apply within 28 days of the test date, but as soon as possible within that time interval  
**Example of Disability:** broken ankle bone; TEMPORARY condition of RECENT ONSET (must have begun after the ADA application deadline)  
**Accommodation Example:** extra chair next to exam table for leg elevation during exam to avoid ankle swelling  
**Documentation:** All medical/physical conditions causing non-ADA-type limitation require documentation of the treating physician's examination and test accommodation recommendations; exam must be conducted within 28 days of Test Day to indicate that condition is likely to remain a limiting factor on the CPDO exam date