



## Guidelines on Courtesy Modifications Requests

### BACKGROUND

The American Board of Emergency Medicine (ABEM) grants examination modifications for conditions that do not qualify as disabilities under the Americans With Disabilities Act (ADA). These guidelines explain how such “courtesy modifications” are granted.

### GUIDELINES

Certain alterations in examination format or administration are requested due to conditions that do not qualify as disabilities under the ADA (e.g., recoverable injury, pregnancy); for such requests the following materials must be provided:

1. A written request for courtesy modifications, describing the specific modifications requested and the reason for the request.
2. Depending on the nature of the request, signed documentation by a qualified professional may be required. This documentation should include all of the following:
  - The condition or situation prompting the request for modifications
  - The specific limitations that the condition imposes on test taking
  - The specific modifications requested as they relate to those limitations
  - Contact information, including address, telephone number, and/or e-mail address of each professional providing documentation
  - The date of the examination for which the accommodation is requested

Requests to bring medical items or comfort aids into the testing area are usually considered courtesy modifications.

### PROCEDURES

To ensure sufficient time to process the request and arrange for accommodations, candidates should submit their requests as early as possible. Candidates are strongly encouraged to submit courtesy requests prior to their examination registration materials. Requests for accommodations should be received by ABEM **eight weeks** prior to the first day of the administration of the examination. Requests received within eight weeks of the examination may still be granted; ABEM however cannot guarantee approval of eligible requests that are received within eight weeks.

The chair of the Test Administration Committee will consider requests for courtesy modifications following the receipt of all necessary materials.

Some requests may require review by the Chair of the ABEM ADA Advisory Subcommittee or the entire Subcommittee following the receipt of all necessary materials. Candidates submitting requests by the eight-week

deadline will be notified by certified mail of the Subcommittee's decision no later than three weeks prior to the administration of the exam. If a request is not approved, notification will include the reason it was denied. Candidates who submit requests after the eight-week deadline will be notified of the Chair or the Subcommittee's decision in as timely a fashion as possible.

Requests for accommodations or courtesy modifications along with supporting documentation should be sent to Exam Accommodations, American Board of Emergency Medicine, 3000 Coolidge Road, East Lansing, MI 48823.

## **EXCEPTIONS**

Requests for courtesy modifications resulting from lactation do not require signed documentation, but a request should be made to ABEM as soon as possible.

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