

# WV Board of Accountancy

## Testing Accommodations Request Form

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The West Virginia Board of Accountancy complies with the Americans with Disabilities Act (ADA) of 1990, including changes made by the ADA Amendments Act of 2008 (ADAAA) and related regulations. To ensure equal opportunity for all qualified persons, the Board will make reasonable accommodations for applicants with disabilities. Applicants are responsible for any costs incurred in obtaining the required diagnosis and recommendation. The Board will pay for any reasonable accommodations that are approved. ***Please be advised that there are limited or no accommodations provided at testing locations outside of the United States and its territories.***

1. Name: \_\_\_\_\_  
First Middle Initial Last Previous/Maiden Name

2. Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip/Postal Code Country

3. Telephone Number: \_\_\_\_\_

4. Email address: \_\_\_\_\_

5. Location where you intend to take the examination: \_\_\_\_\_  
City State/Country

6. What is the disability that limits one or more of your major life activities? \_\_\_\_\_

7. Will this disability require testing accommodations in order for you to take the examination?

Yes  No

8. If yes, **DESCRIBE** the testing accommodations needed. **(You may attach a separate sheet if necessary.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Written documentation supporting the accommodation you are requesting **must** meet the following criteria:

- Be documented on official letterhead from a licensed or certified health professional appropriate for diagnosing and treating the specific disability
- Include a recommendation for the specific accommodation with current and detailed documentation supporting the request
- Provide evidence that similar accommodations have been made for the applicant in other educational or testing situations or in employment settings, or describe why no such accommodation was made in the past but is now required

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The following information is provided to ensure qualifying individuals applying for the Uniform CPA Examination are protected under the ADA. All requests submitted through the Testing Accommodation Request Form will be evaluated by the WV Board of Accountancy to determine the following:

- The applicant has a disability as defined by the ADA
- There is a current need for testing accommodations
- A reasonable accommodation can be provided

All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted.

### **Disability Documentation Guidelines**

The following guidelines describe the necessary components of acceptable evidence required to validate a disability and the current need for testing accommodations. A prior history of accommodations, without demonstration of a current need, will not necessarily warrant approval of testing accommodations. To avoid unnecessary delays, ensure the submission of all information and documentation is in accordance with these guidelines.

Qualified individuals with disabilities are required to request accommodations at least four weeks before an exam administration. This allows time for the request to be evaluated and processed, and to arrange for reasonable accommodations and services to be delivered the day of the examination. Consequently, it is in the applicant's best interest to provide recent and appropriate documentation that clearly defines the extent and impact of the disability upon current levels of academic and physical functioning.

- **The request for accommodations and appropriate supporting documentation should provide evidence of a substantial limitation to physical or mental (academic) functioning.**
- **Clinical evaluations must be performed by a licensed/certified or otherwise qualified professional with credentials appropriate to diagnose and treat the disability (i.e., physician, psychologist, or specialist). Information about the qualified professional's area of specialization and professional credentials, including certification and licensure, should be clearly delineated in the documentation that is provided to the Board.**
- **Documentation must be submitted on official letterhead from a licensed or qualified professional who has examined the applicant and diagnosed a physical or mental impairment. Depending on the nature of the disability and written evaluation, documentation may include a letter from a physician or a detailed report.**
- **Documentation should be no more than three years old.**
- **Disability documentation must be detailed and specific. Documentation for all disabilities should describe the extent of the disability, the criteria for the diagnosis, the diagnosis, the type and length of treatment and the recommended accommodation. Terms such as "problems," "deficiencies," "weaknesses," "differences" and "learning disability" are not the equivalent of a diagnosed specific disability (such as ADHD, Dyslexia, Multiple Sclerosis, etc.).**
- **Documentation must provide evidence of a substantial current limitation to physical or mental functioning.**
- **For a temporary disability, the documentation should clearly indicate the impact of the disability as well as the anticipated length of the recovery.**

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### Disability Documentation Guidelines (continued) - Mental Health Disabilities

- **For invisible (mental) disabilities, the following areas should be assessed:**
  - **Ability:** The Weschler Adult Intelligence Scale IV (WAIS-IV), with its subtests can be included as a standard measure of overall intelligence. The WAIS-IV should only be one component of a full documentation report. Other adult intelligence scales or assessments may be deemed acceptable in lieu of the WAIS-IV. Consult a qualified professional for additional information.
  - **Achievement:** Current levels of academic functioning in relevant areas, such as reading (decoding and comprehension), mathematics, and oral/written language are relevant to determining whether or not there is a current need for accommodations. The tests submitted should be standardized and valid for use in an adolescent/adult population. Consult a qualified professional for additional information.
  - **Processing Skills:** Other tests in processing areas may warrant evaluation as indicated by the tests above. These areas include information processing, visual and auditory processing, and processing speed.

*These suggested tests are not meant to preclude assessment in other relevant areas, such as psychological status or vocational skills.*

### Additional Information

- **The Board must approve any modification to the exam administration. Approvals are made on a case-by-case basis.**
- **In order to schedule an exam with testing accommodations, you must first receive a Testing Accommodations Notice to Schedule (NTS) from NASBA and then contact the Prometric Testing Accommodations Department. Candidates approved for extended time only may schedule exam appointments online. Other scheduling restrictions may apply. Refer to the CPA Examination Candidate Bulletin for additional information.**

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By signing below, I hereby affirm that I have read, agree to and understand the information provided on this form. If the information provided in support of this application is not sufficient, I authorize the WV Board of Accountancy to obtain additional information from the professionals who treated or evaluated my disability. I acknowledge and understand that the Board reserves the right to make a final determination as to whether any requested accommodation is warranted and appropriate. I also understand I am limited to testing in the United States and its territories and may receive limited or no accommodations if I choose to test in an international location.

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Applicant's Signature

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Date

**Return this form and supporting documentation to:**

West Virginia Board of Accountancy  
Testing Accommodations  
405 Capitol Street, Suite 405  
Charleston, WV 25301