



Policy on ADA Accommodations

CCHCP does not discriminate against candidates for certification on the basis of race, religion, gender, national origin, marital status, sexual orientation, age or disability. In compliance with the American with Disabilities Act (ADA), CCHCP provides reasonable accommodation for applicants with documented disabilities that may affect their ability to take the Certified Healthcare CPD Professional (CHCP) examination. It is the candidate's responsibility to notify CCHCP of the needed alternative arrangements at the time of application to sit for examination. If you have a disability for which you wish to request accommodation, you must provide the following information and return the **REQUEST FOR SPECIAL ACCOMMODATIONS** form with required documentation along with your examination application. Attach additional pages as necessary.

Privacy Policy

All information provided will be held in confidence, and will only be shared with CCHCP, testing service staff, and professional medical reviewers as necessary. This request form includes a release for CCHCP staff to contact the diagnosing physician to clarify the need for requested accommodation.

Required Documentation for Disability Accommodations Requests

You are required to submit documentation from the healthcare provider or learning specialist who rendered a diagnosis. The costs of the verification are your responsibility. Verification must be submitted to CCHCP on the letterhead stationery of the healthcare provider or learning specialist, and must include the following:

- a. Specific description of the disability and limitations related to testing
- b. Specific recommended accommodation
- c. Name, title and telephone number of the health care provider or learning specialist
- d. Original signature of health care provider or learning specialist.

Disability Accommodations Policy

- CCHCP must approve all accommodations prior to issuing an admittance letter to the exam.
- CCHCP may not provide the accommodation requested, but may determine a reasonable alternative accommodation.
- CCHCP will not pay for any costs you may incur in obtaining the required documentation.
- In accordance with the Americans with Disabilities Act (ADA) and other applicable laws, CCHCP provides reasonable accommodations for applicants with documented disabilities that may affect their ability to take the CHCP Certification Examination. When accommodation is not readily available, applicants may provide their own approved assistive devices at their own costs.
- CCHCP will consider all requests on a case-by-case basis. It will be necessary for testing staff to speak and correspond with you regarding specific arrangements. Therefore, it is required that you provide your address and daytime telephone number and keep the staff informed if either of these changes.

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Approved by CCHCP Board 3/18/2015