



Request for Reasonable Accommodations for Testing

Applicants requesting reasonable accommodations for disabilities covered by applicable laws must complete the following steps and submit requests **BEFORE** applying for the exam:

- Provide documentation of an evaluation and/or diagnosis by a healthcare professional.
 - The documentation must have been completed within the last three (3) years.
 - The evaluation/diagnosis must be within the professional's scope of practice.
 - If testing was performed on the applicant, the results of those tests must be provided.
 - The documentation must be signed by the healthcare professional on official letterhead. The professional must be clearly identified by name and profession.
 - The documentation must clearly state the evaluation/diagnosis and specify the accommodations the candidate requires to experience fair administration of the exam. The accommodations must be presented as a requirement given the nature of the disability, not as a suggestion.
 - Documentation from a school psychologist is only acceptable if the applicant is still a student in that school system. IEPs and 504 Plans from an applicant's secondary education or earlier are not acceptable because they are not the evaluations of licensed professionals, and they are not assessments of the applicant as an adult.
- Provide a letter from his/her professional program attesting to the nature of the accommodations that were provided for testing throughout the course of study, **if the applicant has received accommodations from a school or course of study within the last three (3) years.**

Reasonable Accommodation Process

During the open exam registration cycle, the request form, letters from treating practitioners, and other supplemental supporting documentation must be submitted to chcinfo@homeopathicdirectory.com or PO Box 73, Lewisville, AR 71845. **The applicant should not proceed with the registration process for the exam without first hearing from the CHC regarding the accommodation.**

Within 2 weeks of receiving the request, the Examination Committee will determine whether the accommodation is valid under the ADA and whether accommodations requested can be met. If the CHC can accommodate the applicant, the applicant may apply for the exam.

The Reasonable Accommodation Request form is available through Certifior, on the CHC website, by email: chcinfo@homeopathicdirectory.com, or by phone: 866-242-3399.



Request for Reasonable Accommodations for Testing Form

Name _____ Date of Birth _____

Address: _____

City _____ State/Prov. _____ Zip: _____ Country: _____

Phone _____ Email _____

Is this your initial application for certification or a retake? Initial Retake

If this is a retake, have you received accommodations on previous CHC exams? Yes No

Description of disability: _____

When was this disability first diagnosed? _____

What measures are used to mitigate its impact? _____

What accommodations have you received for past standardized testing or in your formal homeopathic education?

Accommodation(s) being requested:

Additional testing time: Time and a half Double time Other (explain) _____

Reader

Other accommodation (explain): _____

How will the accommodations requested reduce the impact of the disability?

I attest to the fact that the above information is accurate. I understand that the CHC reserves the right to withhold or cancel my scores if it is subsequently determined that, in the CHC's judgment, any information presented on this form, or supporting documentation is either questionable, inaccurate or used to obtain accommodations that are not necessary.

Signature: _____ Date: _____