



Policy and Procedures for Individuals with Disabilities Seeking Examination Accommodations

April 2024

This policy applies to all TACC examinations and applicants' requests for accommodations at the testing center that may be made due to a medical condition or disability.

Policy

The Transplant Accreditation and Certification Council (TACC) will respect and act in accordance with the Americans with Disabilities Act of 1990 (ADA) with regard to all fellowship and certification examinations. We will consider appropriate accommodations for individuals with documented disabilities who need and make timely requests for reasonable accommodations.

To best understand an applicant's disability, their eligibility for accommodations, and the most appropriate way to provide necessary accommodations, the TACC requests the following documentation from a qualified professional 90 days before the exam date.

The TACC evaluates requests for examination accommodation(s) based on the following principles:

- The accommodations must be consistent with the ADA requirements.
- The accommodations must ensure fairness for all candidates, both those seeking accommodations as well as those testing under standard conditions.
- The accommodations must not compromise the essential requirements of the examination.
- The accommodation cannot cause undue hardship on other examinees or compromise the safety of other examinees.
- The accommodation must not cause undue financial hardship or administrative burden on the TACC.
- The required documentation demonstrating a disability and need for accommodation shall not be burdensome and the disability assessment shall not require extensive additional analysis to ensure that TACC can make its accommodation determinations in a timely manner.
- The documentation of the disability and need for accommodation must meet current professional practices of qualified professionals.

Definitions

Disability

The ADA defines a disability as a mental or physical impairment that substantially limits a major life activity compared to the average individual in the general population. This may include both physical and mental impairment.

Major Life Activity

A major life activity may include, but is not limited to, caring for oneself, performing manual tasks, breathing, seeing, hearing, speaking, walking, eating, sleeping, standing, lifting, bending, reading, learning, working, concentrating or thinking, and communicating. Major life activities also include the operation of major bodily functions including, but not limited to, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions, functions of the immune system, and normal cell growth.

Reasonable Testing Accommodations

The ADA defines testing accommodations as changes to the regular testing environment and auxiliary aids and services that allow individuals with disabilities to demonstrate their true aptitude or achievement level on standardized exams or other high-stakes tests.

TACC is not required to alter or modify examination procedures to the extent it changes the fundamental nature of the exam to test the skills and knowledge the examination is designed to measure.

The process to Appeal a Denied Request for Accommodations

After we complete our review, you will receive written notification of the decision regarding your request. If your request was denied, you may submit a written request for reconsideration within 30 days. Your request must be signed and dated, and it must contain any new substantive supporting documentation that will be of assistance in reconsidering your request for accommodations. This is not the same as the “Appeals Process” noted in the [TACC Oral Exam Information](#) document.

Application Procedures

The TACC requires a detailed report from a qualified professional regarding the accommodation requested for the exam in question.

What to Do Next

1. Read the Policy and Procedures for Individuals with Disabilities Seeking Examination Accommodations.
2. Send a letter requesting your accommodation. You may attach a personal statement describing your disability and its impact on you and your ability to access the TACC’s examinations.
3. Submit the documentation outlined in this policy 90 days prior to the published date for the specified exam to allow enough time for proper consideration. Incomplete applications could be delayed, and requests received after the 90 day deadline will not be accepted.

To request accommodations, please send all the documentation outlined above to:

Transplant Accreditation and Certification Council (TACC)
1401 S. Clark Street, Suite 1120
Arlington, VA 22202

Attention: Wendy Berrios/Jennifer Nelson-Dowdy
Email: TACC@asts.org

4. Applicants should retain a copy of all questionnaires and documentation submitted.

Requirements for Documenting your Disability and Need for Accommodation

You must submit written documentation or a report from a qualified professional diagnosing and describing your disability and justifying the need for the requested accommodation. The qualified professional must provide their credentials, contact information, and relevant documentation supporting their recommendation. The documentation/report must include the following information below:

- State the specific disability/diagnosis, the severity of the condition, the need for the requested accommodation, and the basis thereof.
- The assessment should be as current as possible because the provision for accommodations is based on the assessment of the current impact of the applicant's disability on testing; and because disabilities and the effects on an individual may change over time and in different settings.
- Background summaries to include any applicable test results (preferably in the last three years), medical and psychiatric history (if applicable), educational history, assessment history, work history, current situation, visual differences, objectives for this assessment, assessment conditions, cognitive abilities, and literacy.
- Describe the applicant's limitations resulting from the diagnosed disability demonstrating the impact the disability has on the applicant's testing ability. Fully describe the current functional impact on the applicant's physical, perceptual, and cognitive abilities.
- Provide specific developmental areas and recommended solutions (action plan), summary of strengths, and key recommendations. These recommendations should explain why the accommodations are needed and how they reduce the impact of the applicant's functional limitations when taking the TACC exam and any recertification examinations.
- If accommodations have been given in the past, the qualified professional should include an explanation as to why accommodations were given in the past and why the accommodations are needed now.
- Documentation of the qualified professional's credentials qualifying them to make a particular diagnosis, including licensing, certification, or specialization in a particular area of diagnosis.

Confidentiality

All materials submitted as a request for accommodation will be handled in the strictest confidence. The examinations administered to individuals receiving accommodations are not identified or flagged to entities receiving verification of certification, and the TACC does not report any information to these entities about the nature of the disability, or whether any accommodations were requested, given or denied. No written information concerning an accommodation will be released to any third parties without the applicant's permission.

Testing Results

Testing scores will be reported in the same manner that scores are reported for all examinees, including individuals testing under standard testing conditions.



Checklist for New Applicants Requesting Test Accommodations

As outlined in the TACC's *Policy and Procedures for Individuals with Disabilities Seeking Accommodations*, applicants requesting reasonable accommodations due to a disability must provide appropriate documentation of the disability and specify the extent to which the standard testing procedure needs to be modified.

Please submit all documentation to the TACC 90 days prior to the scheduled test date to allow the TACC sufficient time to review your request.

The applicant must submit each of the items below so that the TACC can review your request for test accommodations.

Incomplete documentation or delay in providing pertinent information may impact the processing and/or determination of your request.

1. Provide a physician's letter affirming the disability and the accommodations needed due to the disability.
2. You may choose to attach a personal statement describing your disability and its impact on your ability to function in an exam setting and in your everyday life.
3. Provide a detailed report on the official letterhead from a qualified professional appropriate for evaluating the disability. For disabilities in which the condition can change or evolve over time, the evaluation should be no more than three years old. The report should include:
 - a. A specific diagnosis from a qualified professional;
 - b. The qualified professional's specific findings in support of the diagnosis;
 - c. The individual's current condition;
 - d. A description of the individual's functional limitations resulting from the disability;
 - e. Specific recommendations for test accommodations including a detailed explanation of why the accommodations are needed; and
 - f. The credentials of each professional evaluator that qualify him/her to make the specific diagnosis, including information about license or certification and specialization in the area of the diagnosis. The treating physician or evaluator must also provide a CV or some other similar type of documentation.

If prior accommodations have been provided, the qualified professional should provide a detailed explanation as to why accommodations were requested or given in the past and why accommodations are currently needed.

The TACC reserves the right to make changes to the rules and procedures for its certification at any time and without prior notice.