

NBCOT® Certification Programs
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2009

Special Testing Accommodations for Candidates with Disabilities

Handbook and Request Form

STA
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Serving the Public Interest

National Board for Certification in Occupational Therapy (NBCOT®), Inc.

All general correspondence, including requests for information concerning NBCOT Special Testing Accommodations (STA), should be directed to:

National Board for Certification in Occupational Therapy (NBCOT®), Inc.
Attn: Special Testing Accommodations
12 South Summit Avenue, Suite 100
Gaithersburg, MD 20877-4150

NBCOT does not discriminate against any individual because of race, ethnicity, gender, age, creed, disability, religion, marital status, sexual orientation, or national origin. NBCOT reserves the right to amend the procedures outlined in this handbook. For the most up-to-date information/announcements concerning Special Testing Accommodations, please visit www.nbcot.org, or contact us at:

Telephone: 301-990-7979
Fax: 301-869-8492
e-mail: accommodations@nbcot.org
website: www.nbcot.org

AOTCB/NBCOT 2009 Publications

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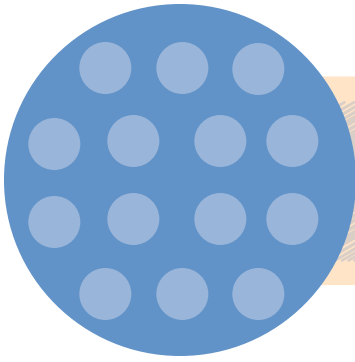


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ABOUT NBCOT®

Welcome to the National Board for Certification in Occupational Therapy, Inc. (NBCOT®) Special Testing Accommodations Handbook.

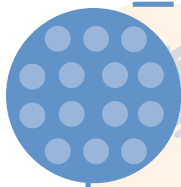
NBCOT is the national certification body for occupational therapy professionals in the United States. Our mission is to serve the public interest by providing world-class standards for certification of occupational therapy practitioners. Through the development, administration, and continuous review of standards and processes that provide reliable indicators of competence to practice, NBCOT has certified more than 175,000 practitioners as OCCUPATIONAL THERAPIST REGISTERED OTR® or CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COTA®.

Currently, 50 states, Guam, Puerto Rico and the District of Columbia require NBCOT initial certification for occupational therapy state regulation, e.g., licensing. NBCOT certification programs have received and maintained accreditation from the National Organization for Competency Assurance (NOCA).

OTR and COTA certificants must satisfy the following criteria to be granted certification:

- OTR candidates must graduate from an NBCOT recognized occupational therapy education program at the post-baccalaureate degree level. COTA candidates must graduate from an accredited U.S. occupational therapy education program at the associate or technical degree level.
- Complete appropriate clinical fieldwork requirement.
- Apply for and attain a passing score on the OTR or COTA national certification examination.
- Agree to adhere to the standards of the NBCOT *Candidate/Certificant Code of Conduct*.

To maintain the OTR or COTA certification status, certificants must satisfy a 36-unit requirement of professional development activities every three years.



Mission Statement

Above all else, the mission of the National Board for Certification in Occupational Therapy, Inc. (NBCOT) is to serve the public interest. NBCOT provides a world-class standard for certification of occupational therapy practitioners. NBCOT will develop, administer, and continually review a certification process based on current and valid standards that provide reliable indicators of competence for the practice of occupational therapy.

STANDARD TESTING CONDITIONS

The NBCOT® certification examinations are administered according to the following protocol and procedures:

Testing Format

- The examination is computer-delivered. Candidates record their answers using the computer’s mouse or keyboard.
- Candidates have 4 hours to complete the examination.

Testing Site Layout

- Prometric is the NBCOT test site provider. Testing is conducted at Prometric test sites around the country.
- The candidate is tested in a room with other candidates, seated at a workstation. Candidates are separated from other test takers by tall dividers, much like those in a library or office cubicle. Each cubicle has a computer with a monitor, keyboard, and mouse.
- A proctor monitors the administration of the exam.
- Candidates are permitted to use a small dry-erase board for note taking during the examination. The dry erase board must stay in the testing cubicle.

Clothing

- Sweaters may be worn, but not carried into the testing room.
- Hats are not permitted in Prometric testing centers. If a candidate must wear a head covering for religious or health reasons, he or she must get special accommodations approval.

Other Restrictions

- There are no scheduled breaks. Candidates may leave the testing room to use the restroom, take medication, or drink water. No adjustment to the four-hour administration time is made for time taken as breaks, unless approved as an accommodation.
- Candidates must stay within the testing area at the Prometric test site. Candidates may not leave the testing area for any reason (examples: to go to their car, to go outside and smoke, etc.). Candidates may not leave the testing site at any time during the test administration.
- Candidates are permitted to wear small earplugs, or large “earphone-type” earplugs provided by Prometric.
- Candidates are not permitted to talk or read aloud, unless approved as an accommodation.
- No devices or materials are permitted in the testing room, unless approved as an accommodation.
- Candidates are not allowed to use ANY electronic device during the examination and/or break. This includes, but is not limited to, a cell phone, personal digital assistant (PDA), camera, or digital watch.
- Candidates are not allowed to bring any hard copy documentation to the Prometric Testing Center nor store hard copy documentation in the on-site locker.

INTRODUCTION TO NBCOT'S® SPECIAL TESTING ACCOMMODATIONS FOR CANDIDATES WITH DISABILITIES

Overview

In compliance with the Americans with Disabilities Act (ADA), NBCOT makes reasonable special testing arrangements for candidates with professionally diagnosed disabilities that are taking the NBCOT Certification Examination. Under the ADA, a disability is defined as “a physical or mental impairment that substantially limits one or more major life activities.” Examples of major life activities:

- Caring for one’s self
- Performing manual tasks
- Walking
- Seeing
- Breathing
- Learning
- Working

In order to request special testing accommodations for the NBCOT certification examination, candidates must have a documented disability as defined by the ADA. Generally, English as a second language, pregnancy, computer anxiety and test anxiety are not covered disabilities under the ADA.

Persons with transitory or temporary conditions (for example, sprains, fractures, and medical emergencies) who desire accommodations should contact NBCOT as soon as possible before an exam for information about possible special testing arrangements. Pregnancy is not considered to be a disability. However, if the candidate is experiencing a resulting medical complication, special accommodations may be considered. While NBCOT is not required by the ADA to accommodate transitory or temporary conditions, accommodations for candidates with such conditions will be considered on a case-by-case basis.

All special accommodation forms and related documentation are confidential and will not be released without the written consent of the candidate.

Knowing What to Request

You and your qualified professional should consult and agree on what accommodation(s) will best meet your testing needs. The professional should make reasonable testing accommodation recommendations based on: a professional understanding of, and familiarity with, your disability; its impact on a major life activity; and its impact on your current ability to test under NBCOT®’s standard testing conditions. Recommendations should be reasonable and appropriate for your documented disability, and should not fundamentally alter the measurement of the knowledge and skills that the examination is intended to assess.

Recommendations for accommodation and any history of accommodations are considered. However, history of accommodations does not guarantee these same accommodations on the Certification Examination.

Important Note:

Paper and pencil examinations are not available for special accommodations purposes. Instead, when such an accommodation is authorized, a reader will be used. Required medical documentation must support any and all accommodations requests.

Documentation Requirements

It is the responsibility of the candidate to ensure that all required forms and supporting documentation are submitted to NBCOT. A request for special testing accommodations will not be reviewed until all documentation is received. Required documentation includes:

- A completed *Special Testing Accommodations for Candidates with Disabilities Request* form. This form consists of two sections – one to be completed by the candidate, and one to be completed by the qualified professional.
- Documentation provided by a qualified professional who has made an individualized assessment of the applicant. Appropriate documentation may include a letter from a qualified professional or evidence of a prior diagnosis, accommodation, or classification, such as eligibility for a special education program. Documentation should be narrowly tailored to include the nature of the disability and the individual's need for the requested modification or auxiliary aid.
- If the candidate did not receive special accommodations during his/her years of higher education or for previous NBCOT examinations, a written explanation of why accommodations are being requested now. This is completed by the qualified professional.

AFTER THE SPECIAL ACCOMMODATIONS REQUEST: WHAT TO EXPECT

Notification of the Decision

If an accommodation request is approved, the candidate will be mailed a Special Accommodation Notice Signature Page, which lists the approved accommodation(s).

- If the candidate accepts the approved accommodation, the original signature page must be returned. Once this signed acceptance is received by NBCOT®, the candidate will receive, by e-mail, a Special Accommodations Authorization to Test (ATT) Letter. After receiving the ATT Letter, the candidate may then schedule the examination with Prometric Test Center.
- If the candidate does not accept the approved accommodation, he/she has the right to appeal NBCOT's decision by indicating this on the signature page and returning the signature page to NBCOT. Please see below for details on the appeal process.

If an accommodation request is denied, the candidate will be notified of this in writing. The candidate has the right to appeal NBCOT's decision. Please see below for details on the appeal process.

Processing Time Required

Once the Special Testing Accommodation Request is approved, the Special Accommodation Notice Signature Page will be issued within ten (10) business days. However, there may be times during the review process when it is determined that additional information is needed from the candidate. The review process is then delayed until all information has been received. In these cases, the entire process may take several weeks or months. Candidates should plan accordingly, and consider the time it will take for all documentation to be received by NBCOT. Many factors beyond the control of NBCOT may influence the processing time of the Special Testing Accommodations Request.

Appealing the Decision

Please note that this appeal will delay the approval of the examination application and the generation of the ATT letter.

The written appeal should be postmarked no later than 7 days after receiving the denial notice. The decision on the appeal is considered final. The Authorization to Test (ATT) letter will be generated when the decision on the accommodation request is final, including any filing of any appeal.

Repeating Exam Candidates

Repeating exam candidates who are requesting special testing accommodations must:

1. Indicate the request on the examination application
2. Notify NBCOT® by e-mail (accommodations @ nbcot.org) as to whether the requested accommodation(s) are the same or different than accommodations previously approved. The e-mail should include the candidate's full name and date of birth, for identification purposes.

If a repeating exam candidate's special accommodations documentation is on file with NBCOT, and is less than three (3) years old, the candidate is not required to resubmit documentation.

Please Note: A candidate who is requesting *additional or different accommodations* to those previously approved must follow the accommodations request procedures as if requesting accommodations for the first time. Additional documentation that is submitted must specifically indicate the need for and support the additional request.

Steps for Requesting Special Accommodations

- Step 1. Submit a NBCOT® Certification Examination Application**
 - The application can be completed online or by paper. Log onto www.nbcot.org. Click on Exam Candidates.
 - When filling out the application, be sure to check "YES" in the Special Accommodations section.
- Step 2. Complete the *Special Testing Accommodations for Candidates with Disabilities Request* (see pages 9-10)**
 - The form has two sections. The candidate completes Section 1, then forwards the form to the qualified professional.
- Step 3. Forward Request form to Qualified Professional**
 - The qualified professional completes Section 2 of the form.
 - Along with the completed form, the qualified professional must provide appropriate documentation, which may include a letter or evidence of a prior diagnosis, accommodations, or classification, such as eligibility for a special education program. If you did not receive special testing accommodations during your years of higher education or on previous NBCOT examinations, a written explanation for why accommodation is now being requested for this examination is required.
- Step 4. Qualified Professional mails or faxes Request Form and Documentation to NBCOT**
 - Although the form and supporting documentation will be sent by the qualified professional, it is your responsibility to ensure that NBCOT has received all required items.

It is the responsibility of the candidate to ensure that all required documentation is submitted to NBCOT.

Special Testing Accommodations for Candidates with Disabilities Request



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Section 1: To be completed by NBCOT Candidate

First Name: _____

Daytime Phone: _____

Middle Name: _____

Evening Phone: _____

Last Name: _____

Date of Birth: _____

Mailing Address: _____

Social Security Number: _____

Exam Level: OTR® COTA®

City: _____

School Code: _____

State/Province: _____

Are you repeating the NBCOT Certification Exam?

No Yes

Postal Code: _____

If so, did you receive special accommodations before?

No Yes

Country: _____

Email: _____

Please describe your disability:

Date disability was diagnosed:

Please list any previous accommodations received:

<i>Date of accommodation</i>	<i>Type of accommodation</i>	<i>Name of institution/organization providing accommodation</i>

What accommodations are you requesting from NBCOT?

I understand that NBCOT will use the information obtained by this authorization to determine eligibility for a reasonable accommodation in regard to the Certification Examination, by reason of my disability. I understand that NBCOT reserves the right to make additional inquiries regarding my disability and previous accommodations before making a determination as to whether to provide the accommodations I have requested above. Under penalty of perjury, I declare that the foregoing statements, and those in any required accompanying documents or statements, are true. I understand that false information may be cause for denial or revocation of certification. I hereby certify that I personally completed Section 1 of this form, and that I may be asked to verify this information at any time.

Candidate Signature: _____

Date: _____

I hereby authorize and request the health care professional identified in Section 2 to release the information requested by NBCOT relating to my disability and the accommodation appropriate to my disability to sit for the NBCOT examination.

Candidate Signature: _____

Date: _____

Special Testing Accommodations for Candidates with Disabilities Request



Serving the Public Interest

Section 2: To be completed by qualified professional

Dear Qualified Professional:

The individual identified in Section 1 of this form is requesting accommodation to sit for the National Board for Certification in Occupational Therapy, Inc. (NBCOT®) Certification Examination. NBCOT's policy requires that candidates requesting special testing accommodations submit current documentation of the disability from an individual qualified to assess the disability. This individual is requesting that you provide such documentation. The following must be completed by you:

1. The remainder of this form (Section 2)
2. Documentation provided by a qualified professional who has made an individualized assessment of the applicant. Appropriate documentation may include a letter from a qualified professional or evidence of a prior diagnosis, accommodation, or classification, such as eligibility for a special education program. Documentation should be narrowly tailored to include the nature of the disability, the DSM IV code, and the individual's need for the requested modifications or auxiliary aid. Documentation should also include:
 - a. Name and title of the qualified professional.
 - b. Diagnosis, DSM IV code, summary history, and course of the disability.
 - c. Individual's current functioning and limitations in major life activities.
3. **If the individual did not receive any special accommodations during years of higher education or for previous NBCOT certification examinations, please provide a written explanation for why accommodation is now being requested for this examination. This should be on a separate page and attached to this form.**

More information on NBCOT Special Testing Accommodations (STA) requirements can be found online at www.nbcot.org.

Name: _____

Title/Occupation: _____

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Country: _____

Phone: _____

Fax: _____

Are you licensed/certified in an area that allows you to diagnose the disability?

Yes No **If yes, please provide your...**

Jurisdiction: _____

License/Certification Number: _____

If no, please identify the credentials that allow you to diagnose the disability: _____

Please read and sign the following declaration:

I hereby certify that the above information is true and is given pursuant to the authorization to release information by my patient. Under penalty of perjury, I declare that forgoing statements and those in any required accompanying documentation are true. I hereby certify that I personally completed Section 2 of this form, and that I may be asked to verify the above information at any time.

Signature: _____

Print Name: _____

Date: _____

Qualified Professional

Please enclose this form and supporting documentation in one envelope, and mail to:



NBCOT, Inc.
Attn: Special Accommodations
12 South Summit Avenue, Suite 100
Gaithersburg, MD 20877-4150 USA

National Board for Certification in Occupational Therapy, Inc.
12 S. Summit Avenue, Suite 100
Gaithersburg, MD 20877-4150
<http://www.nbcot.org>

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