



---

## DISABILITIES POLICY STATEMENT

---

The American Board of Otolaryngology – Head and Neck Surgery (ABOHNS) supports the intent of the Americans with Disabilities Act (ADA) and therefore will provide or allow the use of necessary auxiliary aids, services, or testing conditions that do not cause an undue burden on the ABOHNS and that do not fundamentally alter the measurement of skills or knowledge that any examination is intended to test.

### **Requesting Accommodation**

An individual who requires accommodation for a disability during the examination must submit a written request to the Board no later than the deadline for filing an application for the examination. The request must state the nature of the disability and all modifications or auxiliary aids required.

The evaluation establishing the disability must have been completed within the past ten (10) years. Documentation and/or evidence substantiating the individual's disability must accompany the request and must include, but shall not be limited to:

1. Name, address, telephone number, and qualifications of each expert who provides a report documenting the disability.
2. Dates and locations of all assessments performed and included in the documentation.
3. Copies of evaluation reports with scores and ratings for each standard instrument or assessment method used.
4. A list of nonstandard instruments and assessment methods used to determine the disability and diagnosis.
5. The diagnosis of the individual's disability using standard nomenclature (i.e., International Classification of Disease [ICD]).
6. A description of the individual's disability and functional limitations due to the disability, to include the duration of the disability and the severity of the limitations.
7. Reports of any past accommodations on examinations that the individual received because of the disability.
8. A report explaining how the requested accommodation will allow the individual to participate in the testing process.

### **Consideration of a Request**

A committee of the ABOHNS ("the committee") will consider the individual's request and the documentation submitted to substantiate the request. The ABOHNS reserves the right to request additional documentation as necessary. At the Board's expense, the committee may obtain the professional opinion of experts of its choosing regarding the documentation of the individual's disability and the accommodations requested.

The committee will make reasonable accommodations for individuals with disabilities. However, auxiliary aids and services, and modifications to the ABOHNS's assessment programs, can only be made if they do not cause an undue burden on the ABOHNS or fundamentally alter the measurement of skills or knowledge that the examination(s) is intended to test.

The individual will be notified of the committee's action in writing, by express mail, no later than fifteen (15) calendar days after receipt of all documentation. If the individual's request is not granted, the letter shall include the basis for the committee's action and notification of the right to request reconsideration.

### **Reconsideration of an Initial Action**

The individual may request that the committee reconsider its initial action by submitting such request to the ABOHNS by express mail, within ten (10) calendar days of receipt of the letter of notification. The individual may provide written information revising or expanding the factual information previously submitted, challenging the findings of the committee's experts, and/or attempting to rebut the interpretation and conclusions of the committee. If reconsideration is not requested within ten days, the actions of the committee shall become final and all rights to reconsideration or appeal shall be waived.

Upon reconsideration, the committee may sustain or modify its initial action. A letter of notification of the committee's decision will be sent by express mail within ten (10) calendar days of the receipt of the request for reconsideration. If the committee sustains its initial action, the letter shall indicate the individual's further right to appeal the decision, but the individual will be notified that an additional appeal will result in deferral of candidacy to the following exam cycle.

### **Statement to Appear in the ABOHNS Booklet of Information**

The ABOHNS fully supports the intent of the Americans with Disabilities Act (ADA). Upon request, it will make reasonable accommodations in its examination procedures for candidates with documented disabilities. A candidate for certification who believes that he or she is disabled within the meaning of the ADA law should request detailed information concerning ABOHNS's policy regarding accommodation so that his or her special needs can be met in a timely manner. Documentation of the disability must accompany the application.

Adopted: 2/88

Reviewed/Revised: 9/97; 2/19