

## **Accommodation Policy for Special Needs Candidates**

The American Board of Oral and Maxillofacial Surgery (ABOMS) will make every effort to provide all appropriate and reasonable efforts to accommodate any requests in accordance with the Americans with Disabilities Act for individuals with documented disabilities or qualifying medical conditions. All requests are made on an individual basis and are dependent on the nature of the disability or medical condition and the requirements of the examination.

Problems such as English as a second language, test anxiety, slow reading without an identified underlying physical or mental deficit, and failure to achieve a desired outcome are not learning disabilities and generally are not covered by the Americans with Disabilities Act.

Candidates must contact the ABOMS administrative office concerning any disability/special needs request and must submit supporting documentation of an evaluation of the Candidate and other documentation. A licensed professional appropriately qualified for diagnosing the disability must conduct the evaluation.

### **Required Documentation**

The Candidature must provide all required documentation to the ABOMS administrative office by the designated examination deadlines. The following information must be included in the documentation of a disability in order to be considered for appropriate accommodations for examination:

- Documentation of any previous accommodations provided by educational institutions or other testing agencies
- A recent (within the past three years) evaluation from an appropriate licensed professional (physician and/or psychologist). The report must be on professional letterhead and must include but is not limited to, the following:
  1. The professional's qualifications, address, telephone number and original signature.
  2. The Candidates name and date of evaluations.
  3. The specific diagnostic tests or procedures administered. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol.
  4. The results of the tests or procedures and a comprehensive interpretation of the results.
  5. The specific diagnosis of the disability, with an accompanying description of the Candidates limitation due to the disability.
  6. A summary of the completed evaluation with recommendations for the specific accommodations requested and how they will reduce the impact of identified functional limitations and how they pertain to participation in the ABOMS examination.

### **Unacceptable Documentation**

The following documentation submitted will not be accepted:

- Handwritten/emailed letters from licensed professionals.

- Handwritten patient records or notes from patient charts.
- Diagnoses on prescription pads.
- Self-evaluations.
- Research articles.

### **Contact Information**

All materials arriving at the ABOMS Administrative Office past the posted deadline, regardless of the reason will not be accepted and returned to the Candidate. The ABOMS strongly recommends that materials be sent by a secured carrier (i.e. UPS, FedEx, DHL, USPS). Exceptions are not made for submissions lost in the mail. All submissions should be sent to:

American Board of Oral and Maxillofacial Surgery  
625 N. Michigan Avenue, Suite 1820  
Chicago, IL 60611

### **Decision and Outcome**

The Credentials Committee will evaluate the documentation and decide which accommodations are reasonable in compliance with the ADA. The Credentials Committee will determine if special testing circumstances will be approved. If the Credentials Committee deems it necessary, it may require an independent evaluation of the applicant's disability. Only accommodations requested during the application process and approved in advance by ABOMS will be honored at the test site. No accommodation requests will be considered or approved at the test center. No extensions to an application will be granted because of failure to identify disability or special need as required in the application materials.