

In accordance with the "Americans with Disabilities Act" (ADA), IAHCSMM will arrange to provide special testing accommodations for those individuals with a condition or disability as defined under the ADA. Accommodations will be provided at a designated testing center at no additional cost to the applicant. IAHCSMM's "Americans with Disabilities Policy Statement" is printed on the reverse side of this form and can also be found in full at www.iahcsmm.org. If you believe that you qualify for an accommodation pursuant to the ADA, we ask that you complete this form and return it with your examination application.

Documentation from an appropriate professional who has made an assessment of the applicant's condition or disability must be included with this form and must identify the condition or disability and the need for the requested accommodation. Supplemental documentation may be requested in order to better understand how the listed disability/disabilities necessitate the requested accommodation.

Applicant Information:

Last Name		First Name		Middle Initial
Street Address				
City	State	Zip	Day Phone	
Signature of Applicant		Date		

Examination: (Please check one)

- | | |
|--|---|
| <input type="checkbox"/> Certified Registered Central Service Technician (CRCST) | <input type="checkbox"/> Certified Instrument Specialist (CIS) |
| <input type="checkbox"/> Certification in Healthcare Leadership (CHL) | <input type="checkbox"/> Certified Central Service Vendor Partner (CCSVP) |

Description of Disability:

Accommodations Requested: (Please check all that apply & provide description of how the accommodation serves to mitigate disability)

- Special Seating or other Physical Accommodations
- Special Testing Area
- Extended Testing Time
- Other (Please explain)

Professional Making Assessment of Candidate's Condition or Disability:

Professional's Printed Name		Professional's Title
Professional's Signature	Date of Assessment	Professional's Office Phone Number

Americans with Disabilities Act Policy Statement

IAHCSMM is committed to complying with all applicable provisions of the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 (the "ADA, as amended"). It is IAHCSMM's policy not to discriminate against any qualified applicant with regard to any term or condition associated with any examination administered by IAHCSMM. Consistent with this policy, IAHCSMM will offer and conduct all examinations in a place and a manner in compliance with the ADA, as amended, to assure accessibility to qualified persons with disabilities. IAHCSMM also will provide a reasonable accommodation to a qualified person with a disability, as defined by the ADA, as amended, who has made IAHCSMM aware of his/her disability, provided that the accommodation does not fundamentally alter the measurement of the skills or knowledge associated with the examination and does not constitute an undue hardship on IAHCSMM.

IAHCSMM also will not discriminate against any person because of his/her known association or relationship with any person with a known or perceived disability.

IAHCSMM encourages any examination applicant with a disability to come forward and request a reasonable accommodation. Any examination applicant with a disability who believes he/she needs a reasonable accommodation to participate in the examination should contact the IAHCSMM Exams Department.

Procedure for Requesting an Accommodation

Upon receipt of a request for an accommodation, IAHCSMM's Exams Department will contact the examination applicant, or his/her authorized personal representative, to discuss and identify the precise limitations resulting from the disability and the possible accommodation that IAHCSMM might provide to help overcome those limitations.

The determination regarding what might be a reasonable accommodation for an applicant claiming to have a disability in order to assure equal and fair access to the examination being administered will be made on a case-by-case basis. IAHCSMM will determine the feasibility of any accommodation, including the specific accommodation requested by the applicant, taking into account all relevant circumstances including, but not limited to: the nature of the claimed disability; the nature and cost of the accommodation; IAHCSMM's overall financial resources and organization; and the accommodation's impact on certification operations and security. Based upon the circumstances of the case, IAHCSMM may provide: appropriate auxiliary aids or services for an applicant with a sensory, manual, or speaking impairment; and/or modifications to the manner in which the test is administered. IAHCSMM will seek to determine an accommodation that best ensures that the test is administered: to reflect the aptitude, achievement level, or whatever other factor the examination purports to measure, rather than the disability of an applicant; to assure accessibility in the facility where the examination is administered.

IAHCSMM will inform the applicant of its decision pertaining to the accommodation request. If the accommodation request is denied, the applicant may appeal the decision by submitting a written statement to IAHCSMM's Certification Council explaining the reasons for the request. If the request on appeal is denied, that decision is final.

Procedure for Reporting Discrimination

An applicant who has questions regarding this policy or believes that he/she has been discriminated against based upon a disability should notify IAHCSMM's Certification Council. All such inquiries or complaints will be treated as confidential to the extent permissible by law.