

# Documentation Guidelines for Candidates Requesting Examination Accommodations

All Candidates who are requesting accommodations for Comprehensive Examinations because of a disability must provide appropriate documentation of their disability and show how it is expected to impact their ability to take one or more of the Comprehensive Examinations under standard conditions.

For us to process your request for accommodations, the following documentation is required:

1. A completed [Accommodation Request Form](#). This Form has sections for both you (the Candidate) and your evaluator (i.e., doctor or psychologist) to complete. Requests must be submitted at least six (6) weeks in advance of the beginning of your preferred testing window. We encourage you to submit your request as early as possible to maximize the likelihood that you will be able to take your accommodated exam within your preferred testing window and/or at your preferred Pearson VUE testing center. While we will attempt to schedule your accommodated exam at your preferred testing center location within your preferred testing window, we cannot guarantee that your preferred testing center locations will have the facilities available for your accommodated exam during your preferred testing window.
2. A completed Accommodation Request Form shall remain valid for one (1) year from the date of submission. The form will be considered for examinations occurring within the one (1) year period. Applicants must resubmit documents if their disability status or requested accommodation changes.
3. A detailed letter or written report from your evaluator. Be sure you provide your evaluator with a copy of the [Accommodation Request Form](#) and the appropriate Documentation Guidelines for Evaluators before you meet with him/her. The *Documentation Guidelines for Evaluators* includes more specific, technical requirements that your evaluator must follow for your specific disability. You or your evaluator can get a copy of the appropriate guidelines for evaluators here: [Documentation Guidelines for Evaluators](#). Briefly, the letter or report from your evaluator must meet these general criteria:
  - a. The letter or report must be on the evaluator's letterhead.
  - b. The evaluator must be qualified (see **NOTE** #1 on next page).
  - c. The evaluation must be current:
    - i. Learning Disabilities: Less than 5 years old.
    - ii. ADHD: Less than 3 years old.
    - iii. Psychiatric/psychological: Less than 1 year old.
    - iv. Physical/chronic health conditions: Generally, less than 1 year old, depending on the condition and its expected duration.
  - d. The letter or report must contain relevant information about the history of your condition, its impact on your functioning, what treatments you are using, and your prognosis (how long your condition is expected to continue).
  - e. The letter or report must include all scores, subtest scores, and Index scores for any tests or assessments that were administered to you.
  - f. The letter or report must include a specific diagnosis.

- g. The letter or report must include specific recommendations for testing accommodations, with a rationale for each recommended accommodation (see **NOTE # 2** below).
- h. The letter or report must be signed by the evaluator.

Keep in mind the following critical points:

1. The Accommodations Request Form and all accompanying documentation must be submitted together. Do not ask your evaluator to send documentation separately to the Appraisal Institute.
2. Submit your request as early as possible before the testing window in which you would like to take the Comprehensive Examination, but in no event less than six (6) weeks in advance of the beginning of your preferred testing window. That way, if your request is incomplete or we need additional documentation from you, there will be enough time for you to gather the additional materials and have your request processed before your preferred testing window. While we will attempt to schedule your accommodated exam at your preferred testing center location within your preferred testing window, we cannot guarantee that your preferred testing center locations will have the facilities available for your accommodated exam during your preferred testing window.
3. Your request and documentation will not be returned to you. Be sure to make copies of everything you submit.
4. Again, be sure you provide your evaluator with a copy of the *Accommodations Request Form and Documentation Guidelines for Evaluators* before you meet with him/her.

## **NOTES:**

**#1** A qualified professional must administer the tests in the evaluation. An individual is deemed to be qualified to conduct a psychological, psychoeducational, or medical evaluation if s/he has had extensive graduate-level training in assessment of adults. This usually includes formal education and training in the history, nature, identification, and treatment of learning, psychological, or medical disorders. In most cases, the examiner should have a Ph.D., Psy.D., or M.D. degree, although master's- level school psychologists may also be qualified (LD evaluations only). However, simply having a particular degree or license does not automatically mean that the evaluator has had sufficient formal training and expertise in assessing adults.

The name, title, and professional credentials of the evaluator must be clearly stated in the documentation. The Appraisal Institute reserves the right to request evidence from an evaluator of their professional qualifications.

**#2** Examples of specific recommendations for accommodations may include "50% extra time," or "Have a scribe record her answers since she does not have use of her hands." Non-specific recommendations such as "extra time" or "unlimited time" or "the maximum allowable time" are not acceptable.

## Steps to Take

1. Read this document, the *Documentation Guidelines for Candidates Requesting Examination Accommodations*.
2. Print a copy of the [Accommodation Request Form](#) for your disability and complete the appropriate sections. A completed Accommodation Request Form shall remain valid for one (1) year from the date of submission. The form will be considered for examinations occurring within the one (1) year period.
3. If you haven't already done so, give your evaluator (doctor, psychologist) a copy of the [Accommodation Request Form](#) and the Documentation Guidelines for Evaluators appropriate for your disability. Your evaluator should complete the relevant sections of the form and make sure that the documentation he/she provides meets our guidelines. In most cases, your evaluator will be a psychologist or doctor who administers a series of psychological, educational, or medical tests and provides you with a copy of a diagnostic report or a detailed letter.
4. When both you and your evaluator have completed the *Accommodation Request Form*, and you have all your supporting documentation, please scan, and email all your documents to [comp@appraisalinstitute.org](mailto:comp@appraisalinstitute.org).

## What happens after I submit my documentation for review?

Depending on the complexity of your situation, the review process may take up to 30 days to complete. If you have waited more than 30 days and have not received an e-mail from us, you may call to inquire about the status of your request at (312) 335-4111.

You will be notified by e-mail of the accommodation's decision. At that time, you will be given further instructions.

- a. If your request is approved, we will contact you for your preferred testing centers and examination dates. We will then contact Pearson Vue for the scheduling of your accommodated exam. While we will attempt to schedule your accommodated exam at your preferred testing center location and within your preferred testing window, we cannot guarantee that your preferred testing center locations will have the facilities available for your accommodated exam during your preferred testing window. In that situation, we will schedule your accommodated exam during the next examination window in which there testing center facilities are available. ***It is your responsibility to ensure that you provide us with a current and accurate email address.***
- b. If your request is found to be incomplete, you will get information about what additional documentation would be needed to make an accommodations decision.
- c. If your request is denied you will receive information about how to *appeal* that decision.