



Exam Applicants' Guide
and Checklist for
Requesting New or
Revised ADA Test
Accommodations



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INTRODUCTION

SOCRA (Society for Clinical Research Associates) provides reasonable and appropriate ADA accommodation for those taking our examinations who make a timely request and demonstrate a need.

ADA accommodations can be provided for those whose conditions are described in the Americans with Disabilities Act Amendments Act (ADAAA), hereafter, “ADA.”

ADA accommodation can be requested through SOCRA for the following exam:

- Clinical Research Professionals (CCRP) Examination

IMPORTANT

This guide describes the information that you will need to apply for a *new or revised* ADA accommodation in accordance with the Americans with Disabilities Act Amendments Act (ADAAA). Please use it to help you collect and submit the information required to request test accommodation. If you still have questions after reading this guide, please email us at certification@socra.org.

If you have a disability covered under the ADA and require test accommodation, you must notify SOCRA every time you apply for an exam.



BEFORE YOU BEGIN YOUR REQUEST

1. Apply for your exam and your accommodation as early as possible during the application period, even if accommodation was received on a prior exam. You must submit your ADA accommodation request.

Submit your request as soon as possible because you will not be able to schedule your exam date and location until your request is either approved or withdrawn.

2. Understand the U.S. government's definition of a disability. The ADA defines a disability as mental or physical impairment that substantially limits a major life activity compared to the average person in the general population. A major life activity is a function that is important to most individuals' daily lives (e.g., breathing, walking, talking, seeing, caring for oneself, performing manual tasks, and working).
3. If you have not already done so, select a physician or qualified professional expert to administer diagnostic assessments, provide a specific diagnosis(es), recommend appropriate accommodations specific to you, and provide all the required documentation.

The expert must have a license or other recognized credential in the relevant area of your disability. For physical disabilities, a qualified medical physician must do the assessment and provide the documentation.

5. If you received a classroom or test accommodation during your training, or for other standardized exams, collect documentation that shows the accommodation(s) you were granted and when the exam was administered.
6. Write a personal statement describing your disability and its impact on you and your ability to take the CCRP examination. If relevant, also describe any current workplace accommodation or previous test accommodations. A personal statement is not required but is recommended.

DOCUMENTATION REQUIREMENTS FOR ALL DISABILITIES

To be granted accommodation for the CCRP exam, you must submit documentation from a qualified professional who has made an individualized assessment of you, diagnosing your disability.



Your physician or professional expert can use the checklist below to ensure that all the required documentation is provided.

Incomplete documentation may impact on the processing and/or determination of your request.

The report must:

- ☐ Be prepared by a professional appropriately qualified and licensed to diagnose/evaluate the disability and/or requested accommodations as described above.
- ☐ Be on the qualified professional's letterhead with the professional's credentials, address, and telephone number, and it must be signed and dated by the qualified professional.
- ☐ Include the individual diagnosed/evaluated name, date of birth, and date of evaluation and/or assessment.
- ☐ Include a professionally recognized diagnosis for the category of disability (e.g., International Classification of Diseases, American Psychiatric Association Diagnostic and Statistical Manual of Mental Disorders).

Include **specific, detailed** recommended accommodation with a **rationale for why each accommodation** is needed.

Note: It is not necessary to submit statistical assessments. For any such documents provided, however, they must be valid, reliable, and standardized for adult populations. Test performance must be reported in standard scores or percentiles.





HOW TO SUBMIT YOUR DOCUMENTATION AND REQUEST □

If you have questions before or when you submit your documentation and request, you can contact the SOCRA at certification@socra.org. □

Applicants are advised to retain a copy of all documentation submitted. □

SOCRA will email you a notification about your request to the email address you have listed in your SOCRA Portfolio.

All Prometric Testing Centers in the United States comply with the ADA. The Prometric Special Accommodations group works with the test-taker and SOCRA to determine needs and the best methods of accommodation.

