



PROCEDURES FOR EXAM CANDIDATES REQUESTING ACCOMMODATIONS FOR DISABILITIES

All examination sites are physically accessible to individuals with disabilities. Scheduling services are also available via TDD by calling (800) 735-2929.

Candidates requesting an accommodation must provide all the information listed in [Attachment A](#) (completed by the candidate) and [Attachment B](#) (to be completed by the professional certifying to the disability). The candidate is responsible for any costs involved in providing this information. The forms are to be submitted to the Board via email at AcuExamUnit@dca.ca.gov or via mail to 1625 N. Market Blvd., Ste. N-219, Sacramento, CA 95834. Please contact the Board at (916) 515-5200, select option 6 or via email at AcuExamUnit@dca.ca.gov for any questions.

For subsequent examinations the candidate must still complete and submit a new Attachment A form. Candidate may notify the Board that the disability condition has not changed to the extent it would modify the accommodation previously provided and ask for the original Attachment B form to be accepted. The Board will review and accept or deny the use of an old professional certification of disability.

Professional verification of the disability, must include:

- (a) The nature and extent of the disability.
- (b) The effect of the disability on the candidate's ability to test under standard conditions.
- (c) The recommended accommodation
- (d) The professional's name, title, telephone number, professional license or certification number (or educational credential), and their signature.

Evaluation of the Accommodation Request

The Board has the responsibility to evaluate the accommodation request, and to approve, deny, or suggest alternative reasonable accommodations. The Board will evaluate each request on a case-by-case basis.

In keeping with its consumer protection mandate, the Board reserves the right to request further evidence on the necessity of the accommodation.

The Board recognizes its responsibility to accommodate the identified needs of qualified individuals with disabilities by making reasonable modifications or providing auxiliary aids or services. This does not mean that all requests for accommodation, auxiliary aids or services will be granted, or that the candidate will receive the particular accommodations sought. The Board is not required to grant the request if doing so would fundamentally alter the measurement of the skills or knowledge the examination is intended to test, create a risk to the security and integrity of the examination process, or create an undue financial or administrative burden.