



**Association of Child Life Professionals
Child Life Certification Commission
Operational Policy and Procedure**

SUBJECT: 4.1 Testing Accommodations

LEAD AUTHOR(s):

CONTRIBUTERS: CLCC

POLICY

- ◆ A candidate with a visual, orthopedic, speech or hearing impairment, other health or physical impairment, a specific learning disability, or a psychological or mental disorder that requires modifications to the usual testing environment may request special testing accommodations.
- ◆ Candidates for whom English is a foreign language may apply for special accommodations in the form of additional time to complete the examination.

The CLCC is committed to the letter and spirit of the Americans with Disabilities Act. Information given to the Child Life Certifying Committee (CLCC) about candidate disabilities and testing needs is confidential. There are no additional fees associated with the provision of special accommodations to persons with disabilities.

To Be Eligible for Accommodations:

Candidates are responsible for making a request for special testing accommodations in writing a minimum of 2 weeks prior to the registration deadline for the desired exam administration to ensure sufficient time to review the application and make arrangements for any approved modifications. Without exception, the request and required documentation must be received 2 weeks prior to the established registration deadline. When applying, the candidate must complete the appropriate sections of the Request for Special Testing Accommodation forms and submit verification documents as described below:

- ◆ Candidates for whom English is a foreign language must enclose verification of past accommodation using the Testing Accommodations History form OR proof of college-/university-level education completed in a language other than English as verified by a non-English transcript.
- ◆ Candidates applying for accommodations for other reasons must submit documentation from an appropriately-licensed or credentialed professional, providing specific diagnostic data that

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supports the diagnosed disability and establishes the particular accommodation(s) necessary.

- The professional is required to provide an explanation of the specific aspect of the disability that requires special testing accommodations and the disability's effect on the candidate's ability to perform under normal testing conditions. Documentation should include general observations, a history of the disability, a description of its impact on the candidate's functioning, identification of the specific standardized and professionally recognized test/assessments given, the scores resulting from testing, interpretation of the scores and evaluation, and recommendations for testing accommodations.
- If necessary, the candidate may be asked to obtain additional information from the professional making recommendations regarding the candidate's testing needs.
- Professionals submitting documentation in support of the candidate's request for accommodations may also be contacted directly by the CLCC for clarification of any information provided, limited to the candidate's testing needs.
- The accommodations requested by the candidate must match those recommended by the professional. Only those deemed appropriate by the verifying professional will be considered.

Only those accommodations approved in advance will be offered at the test site. No accommodation requests will be approved at the test site. Not all testing centers can accommodate every type of accommodation; candidates may be required to schedule their exam at a testing center that is not their first choice in order to achieve the appropriate environment for testing. Candidates with approved accommodations must NOT schedule their exam through the SMT/IQT website; this may result in a rescheduling fee. Once accommodations are approved, a representative of SMT/IQT will contact the candidate to schedule the exam.

ADDENDUM A

Special Accommodations Request Form/Testing Accommodations History

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