TEXAS STATE BOARD OF PUBLIC ACCOUNTANCY

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Application for Testing Accommodations for the Uniform Certified Public Accountant Examination

General Instructions

These instructions will provide you with all the necessary information about the availability of testing accommodations and the process for claiming a disability. **Read all pages of these instructions carefully,** as they outline and provide details about the steps that you must follow in order for the Board to consider and act on your request for testing accommodations.

1. Review the application for testing accommodations to determine which forms are applicable to your situation. It is your responsibility to make the correct determination, complete the personal information blocks, send the forms to the appropriate persons for completion, and see that they are filed in a timely manner.

2. Because some of the required documentation must be obtained from third parties, you should anticipate this delay factor and plan accordingly.

3. If you **have not** taken the Uniform CPA Examination as a Texas candidate, **you must file your complete application for testing accommodations with your Application of Intent.**

4. If you **have** taken the Uniform CPA Examination as a Texas candidate, **you must file your complete application for testing accommodations with your Eligibility Application.**

5. Carefully review your application for testing accommodations before you submit it to the Board. It will not be considered unless all forms are fully completed, signed, and notarized, and, where required, all required documentation attached. If your testing accommodations application is incomplete, it will be returned to you for completion, which may delay the approval of your Application of Intent.

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6. Be specific in detailing your request for testing accommodations. Only those accommodations actually requested will be considered.

7. You are responsible for all costs you incur in establishing that you are a qualified person with a disability under the Americans with Disabilities Act (ADA).

8. Any disability-related information which you submit to this office and any documentation or information that third parties submit on your behalf will be afforded all confidentiality allowable under applicable laws.

9. If you indicate on your Application of Intent or Eligibility Application that testing accommodations are requested, additional time will be needed to evaluate your documents and reach a decision on your request. Your application will not be approved until a decision is made, which could take several weeks.

The Law

As an applicant claiming a disability that requires testing accommodations, you must complete and submit the enclosed forms applicable for your disability. The burden of proof is on you to establish the existence of a disability protected by the ADA, as well as to establish the need for testing accommodations and the reasonableness of the accommodations requested. Each applicant's application for testing accommodations is evaluated on a case-by-case basis. The Board's objective is to provide effective and necessary accommodations to qualified applicants as defined under the Americans with Disabilities Act of 1990, without fundamentally altering the measurement of the skills or knowledge the examination is intended to test.

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The ADA requires the Board to provide testing accommodations to those individuals who have a *permanent* disability which *substantially limits a major life activity*. Although you may provide the required documentation establishing that you have a disability, that does not automatically entitle you to testing accommodations on the Uniform CPA Examination. Unless you establish that your disability has substantially impaired a major life activity, you will not be entitled to testing accommodations on the exam.

"Testing Accommodation" means an adjustment or modification of the standard testing conditions that ameliorates the impact of the applicant's disability on the examination process without fundamentally altering the nature of the exam; imposing an undue administrative or financial burden on the Board; compromising the security, validity, or reliability of the exam; or providing an unfair advantage to the applicant with the disability.

The ADA authorizes the Board to require specific documentation and to establish procedures to evaluate that documentation in order to ensure that the applicant is an individual for whom accommodations are required under the ADA.

The Application

The level of detail and documentation required in this application is necessary in order to establish the existence of a disability protected by the ADA and to provide the Board with all necessary information for determining the specific accommodations, if any, that are merited. The various forms must be completed and signed by a professional who is familiar with your disability. The health care provider or other qualified professional must identify your disability, substantiate the diagnosis, describe the functional limitations it imposes on you, and detail the manner in which it limits an identified major life activity. He or she must also make recommendations about the specific accommodations you need on each section of the examination and provide an explicit rationale for these recommendations. The **Application for Testing Accommodations** consists of **Forms A - G**, which are described on the following pages:

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Form A – Applicant Information Form: Every applicant for testing accommodations must complete and file this form simultaneously with the filing of the Application of Intent or Eligibility Application for the specific exam being taken. Answer the questions in the spaces provided. DO NOT refer to an attachment as a substitute for answering a question in the space provided.

Form B – Physical or Psychological Disability Verification Form: If the claimed disability is based on a physical or psychological disability, this form must be filed simultaneously with the filing of the Application of Intent or Eligibility Application for the specific exam being taken.

- Complete the first block of information before submitting the form to your licensed health care provider.

- This form must be completed by a health care provider with sufficient expertise and credentials in the area of disability you are claiming. You should make sure that your health care provider understands that (s)he must answer each question **in the space provided**. References to an attached document WILL NOT SUFFICE as a substitute for an answer.

- This form must document your disability at the **current** time.

- The testing and assessment establishing your disability must have been conducted by a qualified diagnostician/health care provider. The testing and assessment must have been conducted within three (3) years of the filing of the application for testing accommodations for the specific CPA Examination for which you are applying.

- Note that this form requires that you or your physician submit copies of the actual medical records upon which your physician has relied in responding to Form B.

- If you were diagnosed by or received treatment from more than one physician or health care provider, you should submit a Form B from each person. Make additional copies of the form if needed.

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Form C - Learning Disability Verification Form: If the claimed disability is based on a learning disability, this form must be filed simultaneously with the filing of the Application of Intent or the Eligibility Application for the specific exam being taken.

- Complete the first block of information before submitting it to your licensed health care provider or other qualified professional, who must have comprehensive training and direct experience in working with the adult population.

- This form must be completed by a health care provider with sufficient expertise and credentials in the area of disability you are claiming. You should make sure that your health care provider understands that (s)he must answer each question **in the space provided**. References to an attached document WILL NOT SUFFICE as a substitute for an answer.

- Please note that you must submit, in addition to the information requested on Form C, a **comprehensive psychoeducational or neuropsychological assessment**, which demonstrates the impact of your impairment on your ability to perform on all testing components of the Uniform CPA Examination under standard time conditions.

- Your testing and assessment must be conducted by a qualified diagnostician and must have been conducted within three (3) years of the filing of the application for testing accommodations for the specific Uniform CPA Examination for which you are applying.

- The documentation must include both diagnostic information and an explanation of the current manifestations or functional limitations of the condition. It should be thorough enough to demonstrate whether or not a major life activity is substantially limited, i.e., the extent, duration, and impact of the condition.

- If you have been retested, you must submit not only the evaluation and subtests from the retesting but also copies of any previous evaluations and the accompanying subtests.

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Form D - ADD/ADHD Verification Form: If your disability is ADD/ADHD, this form must be filed simultaneously with the filing of the Application of Intent or Eligibility Application for the specific exam being taken.

- Complete the first block of information before submitting it to your licensed health care provider or other qualified professional, who must have comprehensive training and direct experience in working with the adult population.

- This form must be completed by a health care provider with sufficient expertise and credentials in the area of disability you are claiming. You should make sure that your health care provider understands that (s)he must answer each question **in the space provided**. References to an attached document WILL NOT SUFFICE as a substitute for an answer.

- **Please note that you must submit, in addition to the information requested on Form D, a comprehensive psychoeducational or neuropsychological assessment.** This assessment must demonstrate the impact of your impairment on your ability to perform on all testing components of the Uniform CPA Examination under standard time conditions.

- Your testing and assessment must be conducted by a qualified diagnostician and must have been conducted within three (3) years of the filing of the application for testing accommodations for the specific Uniform CPA Examination for which you are applying.

- The documentation must include both diagnostic information and an explanation of the current manifestations or functional limitations of the condition. It should be thorough enough to demonstrate whether or not a major life activity is substantially limited, i.e., the extent, duration, and impact of the condition.

- If you have been retested, you must submit not only the evaluation and subtests from the retesting but also copies of any previous evaluations and the accompanying subtests.

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Form E - Statement of University Official: This form must be filed simultaneously with the filing of the Application of Intent or Eligibility Application for a specific exam being taken, regardless of whether or not you received accommodations at a college or university.

- Complete the first block of information before submitting the form to the appropriate official at your college or university to complete the remainder.
- If you attended more than one college or university, you must submit a Form E from each college or university attended. Make additional copies of the form if needed.

Form F - Statement of Another State Board of Accountancy Jurisdiction: If you have applied to take the Uniform CPA Examination in another jurisdiction, you must file this form simultaneously with your Application of Intent or Eligibility Application for the specific exam being taken. **This form cannot be completed by the National Association of State Boards of Accountancy (NASBA).**

- Complete the first block of information before you submit the form to the appropriate CPA examination admission official in the other jurisdiction for completion of the remainder.
- If you have applied in more than one other jurisdiction, you must submit a Form F from each jurisdiction in which you have applied to take the CPA examination. Make additional copies of the form if needed.

Form G - Accommodations Request: This forms lists the accommodations that are available for the CPA Exam. However, please note that not all accommodations can be provided at every Prometric Test Center. Use this form to specify all of the accommodations you wish to request. This form must be completed and submitted to apply for testing accommodations. **Make sure you also send Form G to your health care provider so (s)he can reference Prometric's allowable accommodations.**

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The Process

Your application for testing accommodations and accompanying documentation will be reviewed for completeness shortly after it is filed. Before making a decision regarding your accommodations, the Board's staff may submit your application for testing accommodations and the accompanying documentation to an expert of the Board's choice for evaluation and recommendations. After all of your testing accommodations application materials have been appropriately evaluated, you will receive a letter from the Board telling you whether you have been granted testing accommodations. Testing accommodations applications are processed in the order in which they are received. Therefore, the earlier you file your application for testing accommodations, the earlier you will receive notification of whether your request for accommodations is granted. If your testing accommodations are granted, you will receive a letter from the Board detailing the accommodations granted, as well as a written agreement for you to sign and return, which states that you accept the terms of the testing accommodations.

The Appeal Process

If your application for testing accommodations is denied in whole or in part, you may appeal the decision of the staff to the Qualifications Committee of the Board. In order to appeal, you must send a letter addressed to the Executive Director of the Board, stating the specific basis of your appeal. **Your appeal letter must reach the Board's office no later than the date specified in the denial letter.** The appeal will be considered by the Qualifications Committee of the Texas State Board of Public Accountancy in a meeting held in compliance with applicable state law. An appeal of testing accommodations is not a hearing at which new evidence is produced or oral arguments made. It is a review by the members of the Qualifications Committee of the record in the Board's file relating to you, which includes:

- the application forms for testing accommodations, accompanying medical records and other documents, and the follow-up information generated as a result of your application for testing accommodations;

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- the Application of Intent and accompanying documents;
- any Examination Applications and Eligibility Applications; and
- other materials that may be in your file relating to testing accommodations provided for a previous CPA Exam.

Questions

Any questions about the test accommodations application process should be directed to Donna Hiller, Director of Qualifications, Texas State Board of Public Accountancy, 333 Guadalupe, Tower 3, Ste. 900, Austin, Texas 78701, 512 305-7851, exam@tsbpa.texas.gov.

Print Form