



# ADA Request

## Medical Evaluation Letter Requirements

To apply for an ADA exam accommodation request, you must obtain medical evaluation letter(s) that abide by the criteria and instructions below and submit [here](#).

### A qualified professional

Medical evaluation letters must be completed by a licensed or otherwise properly credentialed/qualified professional who has:

- Received appropriate and comprehensive training
- Relevant experience
- No familial relationship with the exam candidate submitting the accommodation request

Credentialed professionals discussing a diagnosis must be qualified to do so (e.g., visual limitations should not be evaluated by a licensed psychologist).

### Ineligible disabilities

Challenges such as test anxiety, English as a second language, and slow reading (without an identified and underlying cognitive deficit) are not learning disabilities and therefore do not qualify exam candidates for ADA accommodations (in and of themselves).

### A current diagnosis

Documentation of diagnoses must be reasonably current. Since manifestations of a disability may vary over time and under diverse circumstances, an evaluation should normally have been conducted within the past three years. Certain conditions are subject to change and evaluations should be updated to reflect current levels of functioning.

## Medical Evaluation Letter requirements

Medical evaluation letters must include the following information about the exam candidate seeking ADA accommodation(s):

- Typed on official letterhead and include:
  - The name, title, professional credentials, address, phone number, and signature of evaluator
  - Date of the report/evaluation
- Applicant's first name
- Applicant's last name
- AAPC member ID
- Specific, professionally recognized diagnosis
- Brief description of functional limitations resulting from the diagnosis
- Description of specific diagnostic criteria used:
  - Names, dates, results/interpretation of diagnostic tests
  - Any relevant educational, developmental, or medical history
- Recommendation for specific accommodation(s) including but not limited to, increased testing time, medical monitoring devices, hearing aid, visual aids, and wheelchairs.
  - **Note: Requests for additional testing time must specify an exact amount (AAPC allows up to one hour).**