

## **BOARD OF PHARMACY SPECIALTIES**

### **POLICIES AND PROCEDURES**

*Excerpted from Policy XII. Certification and Recertification Exam Cycle (07/2008)*

#### **Accommodations for individuals subject to the Americans with Disabilities Act**

General Policy: (Included in the BPS Candidate's Guide each year)  
Arrangements for persons with disabilities will be provided upon request, in conformance with the Americans with Disabilities Act. Candidates with disabilities who wish to request accommodations must complete and submit the "Accommodation Request Form," along with the application form. All application forms and requests for accommodations must be postmarked no later than **August 1**.

It is the individual's responsibility to complete all applicable parts of this form if an accommodation is being requested. Supporting documentation must be supplied regardless of the method of submitting the application (electronic, fax, mail). Professionals submitting documentation in support of a candidate's request for accommodation may be contacted by BPS for clarification of any information provided concerning the requested accommodations. Failure to notify the Board of needed accommodations by August 1 may result in the accommodations not being available at the time of the examination.

In evaluating requests, BPS follows the guidance in the latest edition of Americans with Disabilities Act: Information for Credentialing Examinations, published by The Council on Licensure, Enforcement and Regulation (CLEAR), in consultation with its psychometric consultant/exam administration contractor and BPS legal counsel.

All requested and approved accommodations are provided by the psychometric consultant/examination administration contractor under terms of that contract. See Policy XII.