ADA Test Accommodations Guidelines
CSI Examination Registrants

ADA Documentation Guidelines

The following guidelines describe the necessary components of acceptable evidence required to establish a qualifying disability and the applicant’s current need for testing accommodations. It is the applicant’s responsibility to submit documentation that complies with these guidelines.

A. **Provide a Personal Statement.** Applicants must attach a personal written statement (typed or handwritten) that describes their disability and how it impacts their ability to take the Construction Documents Technology (CDT) examination under regular testing conditions. Applicants may add any additional information that they wish CSI to consider when making its determination.

B. **Clinical Evaluation.** Clinical evaluations must be performed by a qualified professional. A qualified professional is defined as a licensed physician, psychiatrist, psychologist, or other health care provider, who has comprehensive training appropriate to diagnose an applicant’s disability consistent with the provisions of the ADA. Details about the evaluator’s professional credentials and area(s) of specialization, including certification/licensure, must be provided.

1. **All evaluator reports must be on professional letterhead, typed, dated, signed and otherwise legible.**

2. **Documentation must be current.** The granting of reasonable test accommodations is based on assessment of the current impact of the applicant’s disability on the testing activity. Since manifestations of disability may vary over time and in different settings, professional reports must be based on an evaluation that is no more than (1) year old and which reflect the applicant’s current condition.

3. **The evaluator must state a diagnosis.** The evaluator must state a diagnosis, define the nature and severity of the disability, and explain how the disability affects the applicant’s ability to take the CDT examination.

4. **Describe the Applicant’s functional limitations.** State and federal law define a person with a disability as someone with a physical or mental condition that limits one or more major life activities as compared to most people. Any report submitted in support of an applicant’s request for accommodation in testing must describe the applicant’s functional limitations due to the diagnosed disability and how such limitations will substantially limit the individual’s ability to take the CDT examination under regular testing conditions.

5. **Recommend specific test accommodations.** Supporting documentation must describe (1) the recommended test accommodations and/or assistive devices, (2) why each accommodation or device is needed, and (3) how it will reduce the impact of the identified functional limitations. Accommodations may include, but are not limited to: additional testing time, assistive devices, audiotape examination materials, large print materials, a reader or scribe.
Reservations

CSI reserves the right to require applicants to provide additional information to verify the existence of a disability and the need for testing accommodations. CSI will not delay the examination pending submission of any missing documentation.

In addition, CSI reserves the right to require a second opinion. If, in CSI’s judgment, it is not clear whether the candidate has a qualifying disability or whether the requested accommodation is necessary, CSI may seek the opinion of an outside expert.

Decision to Grant or Deny Requested Accommodation

Upon completing the review of the documentation and, if applicable, receiving the opinions of an outside expert, CSI will notify the candidate in writing of its decision regarding the requested accommodation and the basis for the decision.

Appeals Process

An applicant’s appeal of a decision denying in whole or part a request for accommodation must be in the form of a signed or otherwise verified request setting forth the following:

1. Applicant’s name
2. Date of request
3. The nature of their appeal itself, and
4. The facts relied upon to support the appeal

The appeal may be accompanied by any further documentation not previously provided which the applicant wishes CSI to consider in making the decision on their appeal. The appeal must be postmarked no later than seven (7) days after the applicant receives notification of the denial.