



### Board of Psychology

3218 Pringle Road SE, Ste. 130, Salem, OR 97302-6309  
(503) 378-4154 · Fax: (503) 374-1904  
Oregon.gov/Psychology

### Board of Licensed Professional Counselors and Therapists

3218 Pringle Road SE, Ste. 120, Salem, OR 97302-6309  
(503) 378-5499 · Fax: (503) 470-6266  
Oregon.gov/OBLPCT

## Criteria for Approval of Special Accommodations for Disability

*Approved: May 10, 2019 (BOP) & June 7, 2019 (BLPCT)*

The Board of Psychology and the Board of Licensed Professional Counselors and Therapists may consider requests for special accommodations to take examinations that are required for licensure based on a candidate's disability in accordance with the Americans with Disabilities Act and applicable state law and rule.

- I. At minimum, requests must meet all of the following criteria in order to be approved.
  1. Written request from the candidate (approved applicant). Requests must:
    - a. Be made at the time the written request to sit for the exam is made, or when the disability becomes known to the candidate; and
    - b. Include a request for specific accommodation(s). Requests that are not specifically recommended by licensed professional (below) will not be approved.
  2. Written verification of the disability from a licensed professional. The verification must:
    - a. Clearly identify and detail the nature, extent, and duration of the disability. All of these elements must be included. A simple statement that the candidate has an unspecified disability is not sufficient;
    - b. Document that an evaluation was conducted in accordance with the following:
      - i. For psychological and psychiatric disorders, a mental health evaluation must have been administered;
      - ii. For learning, cognitive, and intellectual disabilities, a neuropsychological or psychoeducational evaluation must have been administered;
      - iii. For physical disabilities or health conditions, a medical evaluation must have been administered;
    - c. Show that the disability substantially limits one or more major life activities. Candidates need not submit entire testing or evaluation reports unless specifically requested by the Board. A letter from the qualified professional that references the testing instruments used and evaluations administered is typically sufficient if it meets the criteria specified in this policy;

- d. Include information to clearly establish the professional credentials of the evaluator, including licensure, education/training, and area of specialization. The qualified professional's credentials must be appropriate to the disability;
  - e. Clearly describe the *specific* recommendations for accommodation. Recommendations for additional time to take the examination must specify the amount of additional time, e.g., time and a half. Recommendations must explain how the accommodation mitigates the impact of the disability. To be approved, accommodations must be reasonably connected to the disability and its impact on test performance; and
  - f. Be current—no more than three years from the date the request is received—and specific to accommodations for professional licensure examination. Outdated recommendations, or those for the purpose of academic accommodations, are not sufficient. For physical disabilities such as long-term vision and hearing disabilities that typically do not change over time, older documentation may be accepted as long as it provides a clear indication of current functional limitations.
3. The Board will consider written requests for reconsideration when a request for special accommodations is not approved.