

2.01.1 Americans with Disabilities (ADA) Request for Reasonable Accommodation

AAACE International will receive requests for Reasonable Accommodation for certification exams only through the following process:

1. Application and payment must be made to sit for a certification exam.
2. After the exam application and payment are submitted, the applicant may make request for special accommodations, through our online form: [Request for Certification Examination Reasonable Accommodations](#).
3. AAACE will review the candidate's qualifications to verify if the minimum eligibility requirements to sit for the requested exam have been met, as is the normal protocol for all candidates.
4. After the candidate's eligibility has been approved, the request for reasonable accommodations is reviewed.
 - a. The request requires specific documentation from a licensed, qualified professional to support the request for Reasonable Accommodation, which must include:
 - i. Description of the condition(s) that describes the candidate's disability, including specific diagnosis;
 - ii. Documentation of how the diagnosed condition(s) currently and directly affects the candidate's ability to take the exam under normal conditions;
 - iii. Details providing description of the candidate's limitations and specific explanation of the accommodation required due to diagnosis.

All documentation must be dated within the three-year period preceding the request for reasonable accommodation. Upon review of this documentation, AAACE will determine whether the request for reasonable accommodation is justified, warranted, and feasible for the organization before filing a request with Kryterion Testing Centers for approval. This process may take additional time; a candidate's 6-month registration period does not begin until a final decision has been made. This will ensure the candidate is not penalized during the review and decision phase.

Under the Americans with Disability Act (ADA), when an individual qualifies for Reasonable Accommodation, AAACE is free to choose among effective accommodations and may choose one that is less expensive or easier to provide. The candidate will be notified in writing of the final decision with instructions regarding how to proceed.

All information submitted in support of a request for Reasonable Accommodation will be kept confidential and will be applicable to all privacy laws.