



ADA Exam Accommodation Request – Medical Evaluation Letter Instructions

Medical evaluation letters must be completed by a licensed or otherwise properly credentialed and 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).

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).

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 letters must be typed on official letterhead with the name, title, professional credentials, address, phone number, and signature of the evaluator, along with the date of the report.

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

- First name
- 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)
 - **Note: Requests for additional testing time must specify an exact amount (AAPC allows up to one hour).**