	CREATION DATE February 15, 2012	DATE REVISED July 26, 2024
	POLICY AREA / CATEGORY	DATE APPROVED / EFFECTIVE DATE March 1, 2012
POLICY TITLE ACCOMMODATIONS	VERSION	DATE REVIEWED July 26, 2024

SUMMARY & PURPOSE:

Candidates must have a route to request reasonable accommodations for examination delivery. This policy provides the guidelines and process by which accommodations can be requested and reviewed.

DEFINITIONS:

Reasonable accommodations: Adjustments or modifications provided to applicants to ensure they can take the examination under conditions that accommodate their disabilities or specific requirements.

POLICY:

SSH complies with legal and regulatory requirements including the Americans with Disabilities Act (ADA) and relevant legal standards in other countries as recognized. All candidates may petition to have reasonable accommodations made to the examination testing conditions. Examples of circumstances that may require accommodations include, but are not limited to:

- Primary language is not available (e.g. non-English speaker for an English-language examination)
- Visual or other sensory limitations that affect ability to read the test questions
- Physical or other documented considerations that require an altered testing arrangement
- Cognitive or other documented impairments that alter the ability to read or comprehend questions

Responsibilities of the candidate:

- Submit their request in writing in the examination application indicating their stated disability and/or specific circumstance
- Submit supporting data, documentation, or other information as appropriate and/or requested
- Submit desired reasonable accommodations if known

Responsibilities of SSH:

- Review each candidate’s request within a timely manner
- Coordinate with examination vendor to determine reasonable accommodations appropriate to the candidate
- Cover all expenses that incur related to approved accommodations

SCOPE/APPLICABILITY:

CHSE and CHSOS certifications.

PROCEDURES TO ENSURE COMPLIANCE:

SSH staff shall be responsible for ensuring that each candidate’s request is reviewed, and decisions are made in a timely manner. The Certification Council and appropriate vendors shall be involved as necessary to review candidate requests and finalize decisions on reasonable accommodations.

To request an accommodation, candidates shall follow this process:


1. Candidate requests accommodation as part of the examination application process.
2. On submission, the request is forwarded to SSH staff for approval.
3. Accommodation request is approved by SSH staff.
4. On approval to take the examination, the vendor’s ADA Coordinator contacts the candidate and arranges the date/time/location of the examination.

SUPPORTING/REFERENCE DOCUMENTATION:

- CHSE Handbook
- CHSOS Handbook

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:

- SSH Diversity and Inclusion Statement
- SSH Statement on Non-Discrimination
- ADA Request Form

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ASSOCIATED NCCA STANDARD(S):

- Standards 6, 6D, 18

POSTED PUBLICLY: YES