



Americans with Disabilities Act (A.D.A.)

Notice to candidates:

PSIA-AASI is committed to providing access to those persons with disabilities during the clinic and examination process. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. Various states may have broader definitions.

If you feel you have such a disability and seek a reasonable accommodation during the testing process we need to know this **well before the examination** so we can work together to create, if possible, the accommodation which will allow you to take the exam under conditions that maintain safety for all involved.

If you seek an accommodation, please contact the division office **four weeks** before the clinic or examination (or as soon as the need for the accommodation is apparent), and notify them of your request for an accommodation and make this request in writing.

We may seek medical or other guidance to address the most appropriate accommodation to assess the need and type of accommodation requested, so if this is applicable to you please be prepared with that information.

Internal procedure:

- 1) Speak with candidate to determine the nature of the disability. Learn what accommodation is requested;
- 2) Begin the "Interactive process";
- 3) Get the request in writing, including the nature of disability, accommodation requested, the basis for disability claim or accommodation;
- 4) Assess the requested accommodation, with an emphasis on documentable safety concerns that maintains safety for the candidate, the examiners, and others involved;
- 5) Speak with discipline chair/head/team/etc, to determine what accommodations can be provided consistent with para 6;
- 6) Determine with chair/etc the purpose of area being tested for which accommodation is sought for testing purposes-e.g. wedge demo vs wedge description, hop turns vs comparable skills blending, extra time for someone with diabetes who needs a periodic break, 3 tracking rigger/ski demo vs 2 tracking outside ski demo. What skill and ability is actually being tested? Are there relative equivalencies that address the skill area being

addressed? What alternative ways can we test for that skill while maintaining the overall safety of the examination?

- 7) Can the candidate meet the fundamental standards outlined in the National Standards with a reasonable accommodation, while maintaining the integrity and safety of the examination? An example of a reasonable accommodation is using an alternative method for addressing the skill being evaluated through different but comparable tasks.
- 8) Does the accommodation fundamentally alter the task/skill being tested?
- 9) Let the person know what the proposed accommodation is or if it can be accommodation as requested, or suggest alternative accommodations which achieve relatively similar conditions while maintaining safety and integrity of the testing process;
- 10) If necessary, seek further candidate's and/or medical professional's guidance. Seek input from discipline chair/team/etc;
- 11) See if the additional guidance can be incorporated into testing process;
- 12) Let person know in writing what result is;
- 13) Internal written documentation must be kept of all of the above steps, including documentable safety considerations.

Please Note:

The association does not have to provide a reasonable accommodation if doing so will be an undue hardship, or compromises safety of anyone involved in the examination process. Undue hardship means significant difficulty or expense, significant disruption of the association, or a change to the basic nature of the fundamental skills being tested.

If the person with a disability asks for a reasonable accommodation that is an **undue hardship** for your association, or compromises safety, the association will determine if there is another accommodation that is less burdensome, more safe, and/or less expensive.