

**Department Of Health  
Washington State Examining Board of Psychology  
Policy/Procedure**

<b>Title:</b>	<b>Washington State Examining Board of Psychology Policies and Procedures for Disability-Based Examination Accommodation Requests by License Applicants</b>	Number: PY-01-20-09.1
<b>Contact:</b>	Program Manager	
<b>Effective Date:</b>	Approved on January 20, 2009	
<b>Approved:</b>	Carol Pahlke, Ph.D., Chair, Examining Board of Psychology	

The Washington State Examining Board of Psychology (board) recognizes its duty to accommodate applicants with documented qualifying disabilities. It approves, when appropriate, testing accommodations for the national Examination for Professional Practice in Psychology (EPPP) and/or for the state Jurisprudence Examination. Applicants must pass both examinations to qualify for licensure. (WAC 246-924-070) Submitting the accommodation request does not mean that all requested accommodations will be approved. The board may not give the exact accommodation requested. For example, the board does not have to approve the requested accommodation if approving the request would alter the measurement of the skills or knowledge the examination is intended to test.

The board will ensure all examination sites are physically accessible to disabled candidates.

The term disability is defined under the Washington Law Against Discrimination (WLAD), RCW 49.60, and under the Americans with Disabilities Act (ADA). We have attached copies and incorporated references to the definition the board considers these definitions when reviewing an applicant's request for an accommodation to take the exams. Information about the Jurisprudence Examination is available at the board's Website:

<https://fortress.wa.gov/doh/hpqa1/hps7/psychology/JurisprudenceExam.htm>.

Information about the EPPP is available on the Association of State and Provincial Psychology Boards Website. It is under the link to the "EPPP Exam Information": [www.asppb.org/students](http://www.asppb.org/students).

An applicant seeking an accommodation must submit the request before the schedule examination date. This allows the board time to act on the request. All verifying information is kept confidential. The board evaluates each request individually to give an appropriate and effective accommodation. Any request for accommodation must be submitted on the board prescribed applicant and evaluator forms. This does

not include accommodations requiring a physically accessible exam site. The applicant must meet the following criteria:

#### Documentation Criteria

Criteria for the board to consider must be documented in either the applicant or the evaluator form. These criteria include:

1. A statement of the specific accommodations requested;
2. A statement of the diagnosed disability or disabilities;
3. A description of the functional limitations resulting from the disability or disabilities;
4. Results of a formal educational, developmental, psychological/psychiatric, medical, or neuropsychological evaluation. This must be relevant to the disability for requested accommodations. For learning disorders, the board requests the evaluation to have been completed within the last five years. For psychiatric disabilities, the board requests the evaluation to have been completed within the last six months. For ADHD and all other disabilities, the board requests the evaluation to have been completed within the last three. The board may consider evaluations outside the scope of these times. These preferred timeframes do not apply to permanent or unchanging physical or sensory disabilities. However, applicants must have the evaluator form completed for all requests;
5. The evaluation report or documentation must be provided on the board's evaluator form and signed by an evaluator qualified to make the diagnosis. This includes information about licensure or certification and area of specialization;
6. The evaluation report or documentation must include a list of any test instruments used in the evaluation of the disability and any subtest and index scores used to document the disability, and,
7. The report must include adequate support for each of the requested accommodations.

#### Specific Documentation Requirements

For guidance with specific documentation requirements for learning disorders, ADHD, physical disabilities, psychiatric disabilities, and visual impairment, the Board may refer to guidelines currently in use by the Educational Testing Service at their website: [www.ets.com](http://www.ets.com) following the "Test Takers with Disabilities" (or equivalent) link. This site offers detailed information and guidance about the kinds of information that the Examining Board of Psychology may consider when a request for testing accommodation is made. The cost of providing the required documentation is the applicant's responsibility.

#### Testing Accommodations for Test Takers with Disabilities

Reasonable testing accommodations will be provided for examinees with qualifying disabilities. The ADA requires that test accommodations be individualized, meaning

that no single type of test accommodation may be adequate or appropriate for all individuals with any given type of disability.

Examples of accommodations that may be allowed for the EPPP are available on the ASPPB web site listed above. The applicant and/or the applicant's evaluator should consider this information when making any request, evaluation, or any appeal. The Board will consider this information in its decision-making. The Board will also consider accommodation requests in view of applicable state and federal law, including, for example the ADA provisions for examinations under 42 U.S.C. § 12189 and 28 C.F.R. § 36.309.

Examples of accommodations that may be approved for paper/pencil Jurisprudence examination and implemented by the Washington State Examining Board of Psychology include:

- Extended testing time
- Additional rest breaks
- Reader
- Scribe
- Sign language interpreter
- Large print
- Large print answer sheet
- Audio recording
- Testing in private room

Accommodation Request Timeline:

The board must receive the applicant's request for accommodation and all supporting documentation no later than 30 days prior to the latest date for the applicant to apply to take the exam. This gives the board time to review and take action on the request. The 30 daytime period begins when the board receives a completed application. The application must include completed applicant and evaluator forms for the application to be considered complete. The board will work with the program manager to review the request and notify applicants if the application is incomplete.

Appeal Process:

If the request is denied in full or in part, the applicant may appeal the denial. The appeal must include:

1. Applicant's name and address;
2. Date of request;
3. The appeal;
4. The facts to support the appeal, and,
5. The signature of the applicant.

The applicant must send any further documentation and/or explanations not previously provided. The board will use this information when making a decision on the applicant's appeal. The appeal must be postmarked no more than 14 days after

the applicant receives notification of the denial. The board will issue a written decision on the appeal within 30 days of receipt. The board will mail the decision to the applicant at the address listed in the appeal.

#### Board Decision-Making Process:

The Board knows that it must provide thorough yet prompt review and decisions upon receipt of completed requests for examination accommodations. For purposes of its review and decision-making the Board delegates to its chair, or, in the absence of the chair, its vice-chair, the authority and discretion to establish an accommodation committee of three Board members to act on behalf of the Board to review any request or appeal. These members may include the chair or vice-chair and should include two psychologist members and one public member. Alternately, the chair has the authority to refer any request or appeal to the full Board when a regular Board meeting is scheduled to take place within a timeframe that would allow the full Board to take action on the request or appeal within the timeframes for action established herein. The term “Board” includes the accommodations committee when acting on behalf of the Board under this policy.

The chair (or vice-chair in the absence of the chair) shall have the authority to work with the program manager to ensure that any request or appeal is complete and to notify the applicant in a timely manner regarding any incomplete request or appeal and what the applicant must do to complete the request or appeal.

When a decision on an accommodation request or appeal is made by the accommodation committee, the decision of at least two members will control. When a decision on an accommodation request or appeal is made by the full Board, the decision of the majority (of the quorum) will control.

The Board will coordinate any request or appeal with the Board’s program manager and will seek advice of its Assistant Attorney General advisor in its discretion. The Board reserves the right to seek independent expert opinions for any request or appeal for which the Board decides such opinion is needed. The Board’s decision will show the source of any such opinion and document any reliance on that opinion when issuing its decision.

The Board considers its process under this policy to be covered under RCW 42.30.140(1) and (2) as an exception from the requirements of the Open Public Meetings Act.

The Board will provide any decision on a request or an appeal in writing addressed to the applicant at the address provided by the applicant. The Board’s decision will identify any relevant facts, its conclusions, and its decision. Any decision on a request that does not approve a specific accommodation as requested by the applicant will identify for the applicant his or her rights to appeal and the appeal process as described herein.

Attachments:

WLAD definition of “disability” at RCW 49.60.040(25) (as amended by 2007 c 317)  
ADA definition of “disability” at 42 USC sec. 12102