

CHCP Accommodations Policy

Purpose

The purpose of this policy is to establish the principles and requirements governing requests for testing accommodations for the Certified Healthcare CPD Professional (CHCP) certification program.

The CHCP Certification Commission (the Commission) is committed to providing qualified candidates with reasonable testing accommodations that promote equitable access to the certification examination while preserving the validity, reliability, security, and fairness of the certification program.

Policy Statement

The Commission shall establish and maintain procedures for reviewing requests for accommodations submitted by qualified candidates with documented or otherwise verified disabilities or qualifying medical conditions in accordance with applicable federal, state, and local laws and regulations.

Accommodation requests shall be evaluated on an individualized basis to provide equitable access to the examination while preserving the validity, reliability, fairness, and security of the certification program.

Approved accommodations shall not fundamentally alter the:

- Purpose of the examination;
- Competencies being assessed;
- Examination content;
- Passing standard; or
- Validity, reliability, fairness, or security of the examination.

Guiding Principles

The Commission shall administer accommodation requests in a manner that:

- Promotes equitable access for candidates;
- Preserves the integrity of the certification program;
- Ensures consistency and impartiality in the review of accommodation requests;
- Protects the confidentiality of candidate information;
- Complies with applicable laws and regulations; and
- Supports fair and standardized examination administration.

Responsibilities

The Commission shall:

- Establish policies governing accommodations;
- Ensure accommodation requests are reviewed fairly, consistently, and objectively;
- Delegate operational review responsibilities, as appropriate, to qualified Alliance for Continuing Education in the Health Professions (Alliance) staff or designated reviewers;
- Monitor accommodation practices to ensure ongoing compliance with applicable laws, accreditation standards, and testing requirements; and
- Periodically review accommodation procedures to support continuous improvement.

Eligibility for Accommodations

Candidates requesting accommodations must submit a request in accordance with established certification program procedures.

The Commission may require documentation sufficient to:

- Establish the existence of a disability or qualifying medical condition;
- Describe the functional limitations affecting examination performance; and
- Support for the accommodations being requested.

Documentation shall be reviewed only to the extent necessary to evaluate the request.

Review of Accommodation Requests

Accommodation requests shall be reviewed by designated Alliance staff and/or qualified reviewers operating under authority delegated by the Commission.

Requests shall be evaluated using objective criteria that consider:

- The documentation provided by the candidate;
- The functional limitations identified;
- The appropriateness of the requested accommodation;
- Examination validity and reliability;
- Examination security; and
- Applicable legal requirements.

The Commission reserves the right to approve, modify, or deny requested accommodations based on the information provided.

The Commission may approve an accommodation other than the specific accommodation requested if it determines that the alternative accommodation appropriately addresses the candidate's documented needs while preserving the integrity of the examination.

Additional documentation or clarification may be requested when necessary to complete the review.

Approved Accommodations

Reasonable testing accommodations may include modifications to the testing environment, examination administration procedures, or approved assistive technologies that provide equitable access without fundamentally altering the examination.

The approval of one (1) accommodation request shall not establish precedent for future accommodation requests.

Examination Administration

Approved accommodations shall be communicated to the approved testing vendor and implemented in accordance with established examination administration procedures.

Accommodations shall be administered in a manner that maintains standardized testing conditions and does not compromise examination security or create an unfair advantage for any candidate.

Confidentiality

Accommodation requests, supporting documentation, and related communications shall be treated as confidential.

Access to accommodation information shall be limited to individuals with a legitimate business need to review or implement approved accommodations.

Accommodation records shall be maintained in accordance with the CHCP Records Retention and Access to Information Policy and shall not be disclosed except as authorized by the candidate or required by law.

Appeals

Candidates may appeal accommodation decisions in accordance with the CHCP Non-Disciplinary Appeals Policy.

Related Policies

This policy should be read in conjunction with the following CHCP policies:

- Eligibility Policy
- Application Processing Policy

- Examination Administration Policy
- Security Policy
- Non-Disciplinary Appeals Policy
- Records Retention and Access to Information Policy

Policy Review

This policy shall be reviewed at least annually and revised as needed to remain aligned with accreditation standards, professional practice, and program needs.

Version	Date	Description of Change	Approved By
1.0	March 18, 2015	Initial ADA Policy adopted	Certification Commission
2.0	July 2026	Comprehensive revision; replaces the March 18, 2015 ADA Policy with the CHCP Accommodations Policy.	Certification Commission