

AHIMA External ADA Policies and Procedures

HOW TO REQUEST TEST ACCOMMODATIONS FOR THE AHIMA CERTIFICATION EXAMINATIONS

1. The applicant must personally submit a written request.
2. Requests by a third party (such as an evaluator, employer, etc.) will not be considered.
3. If an applicant has a documented disability covered under the Americans with Disabilities Act (ADA) and ADA Amendments Act (ADAAA) and requires test accommodations, s/he must notify AHIMA in writing each time s/he requests accommodations.
4. The request should indicate the nature of the disability and the specific test accommodations needed.
5. A qualified professional must provide documentation verifying the disability and explaining the test accommodations that are needed.
6. Applicants will be notified in writing whether their accommodation request has been approved.
7. **The request (application form and documentation) must accompany the AHIMA examination application, and must be received by the normal application closing date.**

What to Do:

- Read the AHIMA Disability Documentation Guidelines carefully and share them with the qualified professional who will be providing supporting documentation for your request.
- Complete the AHIMA Test Accommodation Request form
- Attach documentation of the disability and your need for accommodation.
- **Compare your documentation with the AHIMA Disability Documentation Guidelines** to ensure a complete submission.
- **Incomplete documentation will delay processing of your request.**
