



National Consortium of Breast Centers, INC.  
Navigation & Cancer Genetics Risk Assessment  
Certifications

# Special Accommodations By National Consortium of Breast Centers Certification Board



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## **Purpose**

NCBC provides all qualified candidates an opportunity to demonstrate the knowledge, skills and abilities required for certification.

NCBC provides testing sites and accommodations for test takers that are consistent with the Americans with Disabilities Act (ADA). Reasonable accommodations are provided for requests that qualify for protection under the ADA and do not fundamentally alter the nature of the exam.

## **Requirements**

NCBC and its test delivery provider provide reasonable and appropriate testing accommodations in accordance with the Americans with Disabilities Act of 1990, as amended, for individuals with documented disabilities who request and demonstrate the need for accommodation as required by law. ADA regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. NCBC requires documentation to validate the type and severity of a disability to enable accommodations to be specifically matched with the identified functional limitation, in order to provide equal access to exam functions for all examinees.

The information provided by candidates and any documentation regarding such disability and special accommodation, will be treated with strict confidentiality and will not be shared with any source, with the exception of NCBC and its test delivery provider without the candidate's express written permission.

## **Requesting Accommodation Requests**

Instructions for requesting an accommodation will be publicly available on NCBCs website.

## **Reviewing Accommodation Requests**

Requests for accommodations are reviewed and decided based upon:

- the individual's specific request,
- the individual's specific disability (e.g., confirmed diagnosis of a physical or mental impairment provided by a qualified professional),
- documentation submitted (e.g., history of prior accommodations, confirmation that the impairment meets ADA requirements, the individual's limitation is relevant to the examination)



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- the appropriateness of the request (e.g., the accommodation is reasonable as defined by the ADA, granting the accommodation does harm the integrity of the exam)

Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. Reasonable accommodations generally are provided for candidates who:

- have a physical or learning impairment that substantially limits that person in one or more major life activities (e.g. walking, talking, hearing, performing manual tasks)
- have a record of such physical or learning impairment
- have been documented as having a physical or learning impairment

Requests for accommodations are reviewed by the [insert job title] who works in partnership with the test delivery provider to ensure appropriate arrangements for all approved requests and to ensure the request can be processed without jeopardizing the integrity or security of the NCBC examination. Special accommodations must be requested in advance by submitting the Requests for Accommodations Form available on the web site.

Request forms are due as follows: special accommodations forms should be sent to NCBC's certification manager a minimum of 2 weeks prior to the candidate sitting for the exam.

### **Providing Accommodation Requests**

Candidates are notified when an accommodation request is approved or denied. Approved requests are communicated by NCBC to the test delivery vendor.