

Documentation Requirements for Reasonable Accommodations

- A detailed explanation documenting the disability on official letterhead from a licensed or certified professional appropriate for evaluating the examinee's disability; and a recommendation from that professional for specific accommodations, with a detailed explanation of why it is needed
- For a candidate with an emotional disability, proof on official letterhead that he or she has been evaluated by a psychiatrist or licensed psychologist and given an appropriate classification from the *Diagnostic and Statistical Manual of Mental Disorders*
- Cleveland University-Kansas City reserves the right to request further verification of the professional's credentials and expertise in relation to the recommendation.
- Cleveland University-Kansas City reserves the right to retain an independent expert to evaluate the examinee's documentation of disability, as well as the request and explanation of the accommodation.
- It is suggested that documentation be no more than three to five years old, depending on the program.
- Documentation on official letterhead that similar accommodations have been made for the examinee in other educational or testing settings, (e.g., individualized educational program, class tests or assignments) or on the job, for the accommodation being requested.
- If no accommodation has been made in the past, the professional providing the documentation must include a detailed explanation of why no accommodation was given in the past and why one is needed now.