

General Note:

Accommodation determination takes estimate of **60 business days** but can be longer or shorter depending on the business of the year. Starting end of October - May they are very busy.

Application process:

- To apply for accommodations, you must first apply for a license for the exam. That is generally done in the fall of M2. **YOU MUST indicate on that application that you intend to apply for accommodations. If you do not you will NOT be able to correct this later.**
- Because the license application will be in the fall, it is a good idea have all required documentation prepared prior to submitting the application for a license. This way you know you have been approved for accommodations.

Request for Test Accommodations

- Complete the Request for Test Accommodations form on the USMLE website (<https://www.usmle.org/pdfs/test-accommodations/accom-request-form.pdf>)

Evaluations:

- Evaluation of treating professional completed **within the last 3 years**
 - *For conditions that can changes as a result of time or treatment, a more recent evaluation may be needed*
- A comprehensive report of evaluation should include:
 - A description of the onset, frequency, intensity, and duration of relevant symptoms as well as the extent to which the symptoms impact your daily functioning across multiple environments (e.g., social, academic, occupational, etc.).
 - A statement of the presenting problem and background history.
 - A description of the assessment procedure as well as specific diagnostic tests administered.
 - A detailed analysis and interpretation of the findings.
 - Actual results (e.g., scores) of all diagnostic procedures and tests utilized in the evaluation.
 - If a diagnosis is indicated, the evaluator should describe a professionally recognized diagnosis based on criteria outlined in the most current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) or the International Statistical Classification of Diseases and Related Health Problems (ICD).
 - A description of the full extent of the individual's functional limitations due to the disability and how it impacts the individual's access to the examination under standard testing conditions.
 - A description of the functional impact on physical, perceptual, and cognitive abilities in the context of the specific examination setting and format (e.g., computer-based examination; clinical or performance-based examination) compared to most people in the general population.
 - A clear rationale for the recommend accommodations and/or assistive devices.

Documentation of Historical Accommodation Approval:

- K-12 (IEP)
- AP Exams
- SAT/ACT (and score reports of standardized test taken)
 - Note: if you do not have ACT/SAT scores and /or proof of accommodation readily available it can take 2-4 weeks to get this sent to you. You need to submit requests which involves contacting College Board (SAT) and ACT for the appropriate request forms.
- Undergraduate
- Post-bacc programs
- Graduate School
- Workplace
- Professional School
- MCAT/GRE And score report of standardized test taken (this information is available through AMCAS for MCAT)
- **Other**
 - Written feedback from teachers or supervisors
 - Previous letters of support (EX: letters of support when applying for MCAT, ACT accommodations)
 - Statement of Support from Mizzou disability services
 - Report cards that may provide support (elementary, middle school, high school)

Additional Required Elements of Application

- **Certification of received accommodations from SOM Dr. Young-Walker**
- **Personal Statement; that should include the following:**
 - Specific information about the disability-related symptoms and how they affect your academic, occupational, and social or other important areas of functioning
 - Describe the extent to which your daily functioning is impaired and how that impairment interferes with your ability to access the examination under standard conditions
 - Provide a clear rationale for the requested accommodations(s) and describe how each requested accommodation will alleviate the functional limitations caused by your disability

Send Request for test accommodations with all above required material to disability email (disabilityservices@nbme.org) or send via mail. Ideally that email says who you are, that you are applying for accommodations, and includes you NBME ID number. Try to place all documentation into one file. Maximum allowed file size is 15 MB. If you have more than 15 MB of files, send two separate emails with the different files. They recommend you label it "Part 1" and "Part 2" if that is the case. All files must be PDFs

- **YOU SHOULD receive a confirmation within 2 business days** if you do not then contact disability services at (215)- 590-9700

How long does it take to get a decision?

- **It can be anywhere from days to months depending on the time of year. The earlier the application is submitted the more likely it is to be processed quickly.**
- **Notes on Appeal:** When accommodation services was contacted regarding appeal, they indicated that this is a **whole new** application. That means it could take an additional 60 days or longer depending on the time of year. That is why it is super important to apply early!!

You received accommodations, now what?

- You may schedule your exam, but it must be done **over the phone**
- Dates may not be available to schedule until you are within a 6-month window from the exam.
- As of 1/19/2022, because of COVID, if you receive accommodations that require you to take the exam over 2 days it is OK to schedule those on non-consecutive days within a two-week window.
 - EX: Part 1 on a Saturday and part 2 the following Monday
 - It could be a good idea to follow up on this in the future
- The accommodations you have been approved for can be found on the permit you receive. It gives more information about how the exam will be administered.