

STATE OFFICER  
CERTIFICATION EXAMINATION

Request For Accommodations  
For Applicants  
With Disabilities



## Introduction

The Florida Department of Law Enforcement provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act for individuals with documented disabilities who demonstrate a need for accommodation.

The following information is provided for applicants, evaluators, faculty, and others involved in the process of documenting a request for examination accommodations. We strongly encourage applicants requesting examination accommodations to share these guidelines with their evaluator and with therapists/treating physicians, etc., so the appropriate documentation can be assembled to support the request.

The Americans with Disabilities Act of 1990 (ADA) and accompanying regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. The purpose of documentation is to validate that the individual is covered under the Americans with Disabilities Act as a disabled individual.

An applicant's requested accommodations must agree with the identified functional limitation so that the area of impairment is alleviated by an auxiliary aid or adjustment to the examination procedure. **Functional limitation refers to the behavioral manifestations of the disability that impede the individual's ability to function**, i.e., what someone cannot do on a regular and continuing basis as a result of the disability. For example, a functional limitation might be described as the inability to control fine motor movements so that the individual is unable to fill in computer answer sheets. An appropriate accommodation might be assistance with recording answers. Therefore, it is essential that the documentation provide a clear rationale for the identified functional impairment.

While presumably the use of accommodations in the examination activity will enable the individual to better demonstrate his/her knowledge mastery, accommodations are not a guarantee of improved performance, examination completion, or a passing score.

## Examination Accommodations

Examination accommodations include but are not limited to the following:

- Assistance in completing answer sheet(s)
- Extended examination time
- Extra or extended breaks (without extended examination time for the examination)
- Large print examination
- Printed copy of verbal instructions read by the Exam Administrator
- Private testing area

## How to Request Examination Accommodations

An applicant must notify the Florida Department of Law Enforcement that he/she has a disability and is requesting examination accommodations. Applications for accommodations can be obtained at any training academy or by contacting the Florida Department of Law Enforcement, Certification Examination Section at 850-410-8602.

1. Submit a completed Application for Individuals Requesting Special Accommodations, CJSTC Form #502, Part I and Part II. Be sure to sign the application where indicated.
2. Attach documentation certifying the disability from a qualified professional appropriate for evaluating the disability, licensed pursuant to Chapters 760 (Chiropractic), 490 (Psychological Services or certified as a School Psychologist by the Florida Department of Education), 458 (Medical Practice), 459 (Osteopathy), 461 (Podiatry), 463 (Optometry), or 468, Part I (Speech Language Pathology & Audiology), Florida Statutes. Please see below for more information.
3. Send only the Application for Individuals Requesting Special Examination Accommodations, CJSTC Form #502 and documentation to:

Florida Department of Law Enforcement  
Criminal Justice Professionalism Program  
Certification Examination Section  
P.O. Box 1489  
Tallahassee, Florida 32302-1489

**The completed application and accompanying documentation must be received by the Examination Section 45 calendar days prior to the requested State Officer Certification Examination date. Early requests are encouraged and speed up the review process.**

If there is a need for further verification of the disability or the need for accommodations, it is possible that the decision on providing the accommodations will be delayed until the next scheduled examination administration.

To protect your confidentiality, always send examination accommodation information separately to the above address. Do not include these materials with your examination application.

## **Completing Accommodations Request**

The following guidelines are provided to assist applicants in documenting a need for accommodation based on an impairment that substantially limits one or more major life activities. Documentation submitted to the Department in support of a request may be referred to disability experts for a fair and impartial professional review.

The individual requesting accommodations must personally initiate the written request for examination accommodations. Requests by a third party (i.e. academy) will not be accepted.

To support a request for examination accommodations, please submit the following:

**Completed Application for Individuals Requesting Special Examination Accommodations.**

**A detailed, comprehensive written report describing your disability and its severity and justifying the need for the requested accommodations.**

The following characteristics are expected of all documentation submitted in support of a request for accommodations. Documentation must:

➤ **State a specific diagnosis of the disability.**

The diagnostic taxonomies used by the current edition of the Diagnostic and Statistical Manual of the American Psychiatric Association (DSM-IV) are recommended.

- **Be current.**  
Because the provision of reasonable accommodations is based on assessment of the current impact of the applicant's disability on the examination activity, it is in the individual's best interest to provide recent documentation. As the manifestations of a disability may vary over time and in different settings, in most cases an evaluation should have been conducted within the past three years.
- **Describe the specific diagnostic criteria and diagnostic tests used, including date(s) of evaluation, testing results and a detailed interpretation of the results.**  
This description should include the specific results of diagnostic procedures and tests utilized and should include relevant educational, developmental, and medical history. Where appropriate, specific test scores should be reported to support the diagnosis. Diagnostic methods used should be appropriate to the disability and current professional practices within the field. Informal or non-standardized evaluations should be described in enough detail that other professionals could understand their role and significance in the diagnostic process.
- **Describe in detail the individual's limitations due to the diagnosed disability, i.e., a demonstrated impact on functioning in an examination situation and explain the relationship of the test results to the identified limitations resulting from the disability.**  
The current functional impact on physical, perceptual and cognitive abilities should be fully described.
- **Recommend specific accommodations or assistive devices including a detailed explanation of why these accommodations or devices are needed and how they will reduce the impact of the identified functional limitations.**
- **Establish the professional credentials of the evaluator that qualify him/her to make the particular diagnosis, including information about license or certification and specialization in the area of the diagnosis.**  
The evaluator should present evidence of comprehensive training and direct experience in the diagnosis and treatment of adults in the specific area of disability.

If no prior accommodations have been provided, the appropriate professional expert should include a detailed explanation as to why no accommodations were given in the past and why accommodations are needed now.

## **Documentation of Learning Disabilities and ADHD**

The following information is provided to clarify the documentation process for applicants submitting a request for accommodations based on a learning disability or other cognitive impairment.

### **Learning Disabilities**

#### **1. The evaluation must be conducted by the appropriate professional.**

The diagnostician must have comprehensive training in the field of learning disabilities and must have comprehensive training and direct experience in working with an adult population.

## **2. Testing/assessment must be current.**

The determination of whether an individual is “significantly limited” in functioning is based on assessment of the **current** impact of the impairment. (See General Guidelines)

## **3. Documentation must be comprehensive.**

Objective evidence of a substantial limitation in cognition or learning must be provided. At a minimum, the comprehensive evaluation should include the following:

### **Diagnostic Interview and History Taking**

Because learning disabilities are commonly manifested during childhood, though not always formally diagnosed, relevant historical information regarding the individual’s academic history and learning processes in elementary, secondary and postsecondary education should be investigated and documented. The report of assessment should include a summary of a comprehensive diagnostic interview that includes relevant background information to support the diagnosis. **In addition to the applicant’s self-report, the report of assessment should include:**

- A description of the presenting problem(s);
- A developmental history;
- Relevant academic history including results of prior standardized testing, reports of classroom performance and behaviors including transcripts, study habits and attitudes and notable trends in academic performance;
- Relevant family history, including primary language of the home and current level of fluency in English;
- Relevant psychosocial history;
- Relevant medical history including the absence of a medical basis for the present symptoms;
- Relevant employment history;
- A discussion of dual diagnosis, alternative or co-existing mood, behavioral, neurological or personality disorders along with any history of relevant medication and current use that may impact the individual’s learning; and
- Exploration of possible alternatives that may mimic a learning disability when, in fact, one is not present.

### **Psychoeducational or Neuropsychological Evaluation**

The psychoeducational or neuropsychological evaluation must be submitted on the letterhead of an appropriate professional and it must provide clear and specific evidence that a learning or cognitive disability does or does not exist.

- Assessment must consist of a comprehensive battery of tests.
- A diagnosis must be based on the aggregate of test results, history and level of current

functioning. It is not acceptable to base a diagnosis on only one or two subtests.

- Objective evidence of a substantial limitation to learning must be presented.
- Tests must be appropriately normed for the age of the patient and must be administered in the designated standardized manner.

Minimally, the domains to be addressed should include the following:

➤ **Cognitive Functioning**

A complete cognitive assessment is essential with **all subtests and standard scores reported**. Acceptable measures include but are not limited to Wechsler Adult Intelligence Scale-III (WAIS-III); Woodcock Johnson Psychoeducational Battery-Revised: Tests of Cognitive Ability; and Kaufman Adolescent and Adult Intelligence Test.

➤ **Achievement**

A comprehensive achievement battery with all subtests and standard scores is essential. The battery must include current levels of academic functioning in relevant areas such as reading (decoding and comprehension) and mathematics. Acceptable instruments include, but are not limited to; the Woodcock-Johnson Psychoeducational Battery-Revised Tests of Achievement; the Scholastic Abilities Test for Adults (SATA); Woodcock Reading Mastery Tests-Revised. Specific achievement tests are useful instruments when administered under standardized conditions and when interpreted within the context of other diagnostic information. The Wide Range Achievement Test-3 (WRAT-3) and the Nelson-Denny Reading Test are not comprehensive diagnostic measures of achievement and therefore neither is acceptable if used as the sole measure of achievement.

➤ **Information Processing**

Specific areas of information processing (e.g., short- and long-term memory, sequential memory, auditory and visual perception/processing, auditory and phonological awareness, processing speed, executive functioning, motor ability) must be assessed. Acceptable measures include, but are not limited to, the Detroit Tests of Learning Aptitude-Adult (DTLA-A), Wechsler Memory Scale-III (WMS-III), information from the Woodcock Johnson Psychoeducational Battery Revised: Tests of Cognitive Ability, as well as other relevant instruments that may be used to address these areas.

➤ **Other Assessment Measures**

Other formal assessment measures or nonstandard measures and informal assessment procedures or observations may be integrated with the above instruments to help support a differential diagnosis or to disentangle the learning disability from co-existing neurological or psychiatric issues. In addition to standardized test batteries, nonstandardized measures and informal assessment procedures may be helpful in determining performance across a variety of domains.

**4. Actual test scores must be provided (standard scores where available).**

(See Completing Accommodation Request, pg. 2)

**5. Records of academic history should be provided.**

Because learning disabilities are most commonly manifested during childhood, relevant

records detailing learning processes and difficulties in elementary, secondary and postsecondary education should be included. Such records as grade reports, transcripts, teachers' comments and the like will serve to substantiate self-reported academic difficulties in the past and currently.

**6. A differential diagnosis must be reviewed and various possible alternative causes for the identified problems in academic achievement should be ruled out.**

The evaluation should address key constructs underlying the concept of learning disabilities and provide clear and specific evidence of the information processing deficit(s) and how these deficits currently impair the individual's ability to learn.

**No single test or subtest is a sufficient basis for a diagnosis.** The differential diagnosis must demonstrate that:

- Significant difficulties persist in the acquisition and use of listening, speaking, reading, writing or reasoning skills.
- The problems being experienced are not primarily due to lack of exposure to the behaviors needed for academic learning or to an inadequate match between the individual's ability and the instructional demands.

**7. A clinical summary must be provided.**

A well-written diagnostic summary based on a comprehensive evaluative process is a necessary component of the report. Assessment instruments and the data they provide do not diagnose; rather, they provide important data that must be integrated with background information, historical information, and current functioning. It is essential then that the evaluator integrates all information gathered in a well-developed clinical summary.

The following elements must be included in the clinical summary:

- Demonstration of the evaluator's having ruled out alternative explanations for the identified academic problems as a result of poor education, poor motivation or study skills, emotional problems, attentional problems and cultural or language differences;
- Indications of how patterns in cognitive ability, achievement and information processing are used to determine the presence of a learning disability;
- Indication of the substantial limitation to learning presented by the learning disability and the degree to which it impacts the individual in an examination situation; and
- Indication as to why specific accommodations are needed and how the effects of the specific disability are mediated by the recommended accommodation(s).
- Problems such as test anxiety, English as a second language (in and of itself), slow reading without an identified underlying cognitive deficit or failure to achieve a desired academic outcome are not learning disabilities and therefore are not covered under the Americans with Disabilities Act.

**8. Each accommodation recommended by the evaluator must include a rationale.**

The evaluator must describe the impact the diagnosed learning disability has on a specific major life activity as well as the degree of significance of this impact on the individual. The

diagnostic report must include specific recommendations for accommodations and a detailed explanation as to why each accommodation is recommended. Recommendations must be tied to specific test results or clinical observations. The documentation should include any record of prior accommodations or auxiliary aids, including any information about specific conditions under which the accommodations were used and whether or not they were effective. However, a prior history of accommodation, without demonstration of a current need, does not in and of itself warrant the provision of a like accommodation. If no prior accommodation(s) has been provided, the appropriate professional expert should include a detailed explanation as to why no accommodation(s) was used in the past and why accommodation(s) is needed at this time.

### **Attention-Deficit/Hyperactivity Disorder (ADHD)**

For those applicants submitting a request for accommodations based on Attention-Deficit/Hyperactivity Disorder (ADHD), the following additional information is provided to clarify the documentation process:

**1. The evaluation must be conducted by an appropriate diagnostician.**

Professionals conducting assessments and rendering diagnoses of ADHD must be qualified to do so. Comprehensive training in the differential diagnosis of ADHD and other psychiatric disorders and direct experience in diagnosis and treatment of adults is necessary.

The evaluator's name, title and professional credentials, including information about license or certification as well as the area of specialization, employment and state in which the individual practices should be clearly stated in the documentation.

**2. Testing/assessment must be current.**

The determination of whether an individual is "significantly limited" in functioning is based on assessment of the current impact of the impairment on the testing program.

**3. Documentation necessary to substantiate the Attention-Deficit/Hyperactivity Disorder must be comprehensive.**

- Because ADHD is, by definition, first exhibited in childhood (although it may not have been formally diagnosed) and in more than one setting, objective, relevant, historical information is essential. Information verifying a chronic course of ADHD symptoms from childhood through adolescence to adulthood, such as educational transcripts, report cards, teacher comments, tutoring evaluations, job assessments and the like are necessary.
- The evaluator is expected to review and discuss DSM-IV diagnostic criteria for ADHD and describe the extent to which the patient meets these criteria. The report must include information about the specific symptoms exhibited and document that the patient meets criteria for long-standing history, impairment, and pervasiveness.
- A history of the individual's presenting symptoms must be provided, including evidence of ongoing impulsive/hyperactive or inattentive behaviors (as specified in DSM-IV) that significantly impair functioning in two or more settings.

The information collected by the evaluator must consist of more than self-report. Information from third party sources is critical in the diagnosis of adult ADHD. Information gathered in the diagnostic interview and reported in the evaluation should include, but not necessarily be limited to, the following:

- History of presenting attentional symptoms, including evidence of ongoing impulsive/hyperactive or inattentive behavior that has significantly impaired functioning over time;
- Developmental history;
- Family history for presence of ADHD and other educational, learning, physical or psychological difficulties deemed relevant by the examiner;
- Relevant medical and medication history, including the absence of a medical basis for the symptoms being evaluated;
- Relevant psychosocial history and any relevant interventions;
- A thorough academic history of elementary, secondary and postsecondary education;
- Review of psychoeducational test reports to determine if a pattern of strengths or weaknesses is supportive of attention or learning problems;
- Evidence of impairment in several life settings (home, school, work, etc.) and that the disorder significantly restricts one or more life activities:
- Relevant employment history;
- Description of current functional limitations relative to an educational setting and to an examination situation in particular that are presumably a direct result of the described problems with attention;
- A discussion of the differential diagnosis, including alternative or co-existing mood, behavioral, neurological or personality disorders that may confound the diagnosis of ADHD; and
- Exploration of possible alternative diagnoses that may mimic ADHD.

#### **4. Relevant Assessment Batteries**

A neuropsychological or psychoeducational assessment may be necessary in order to determine the individual's pattern or strengths or weaknesses and to determine whether there are patterns supportive of attention problems. Test scores or subtest scores alone should not be used as the sole basis for the diagnostic decision. Scores from subtests on the Wechsler Adult Intelligence Scale - III (WAIS-III), memory functions test, attention or tracking tests or continuous performance tests do not in and of themselves establish the presence or absence of ADHD. They may, however, be useful as one part of the process in developing clinical hypotheses. Checklists or surveys can serve to supplement of the diagnostic profile but by themselves are not adequate for the diagnosis of ADHD. When testing is used standard scores must be provided for all normed measures.

#### **5. Identification of DSM-IV Criteria**

A diagnostic report must include a review of the DSM-IV criteria for ADHD both currently and retrospectively and specify which symptoms are present (see DSM-IV for specific criteria). According to DSM-IV, "the essential feature of ADHD is a persistent pattern of inattention or hyperactivity-impulsivity that is more frequent and severe than is typically

observed in individuals at a comparable level of development.” Other criteria include:

- Symptoms of hyperactivity-impulsivity or inattention that cause impairment that were present in childhood.
- Current symptoms that have been present for at least the past six (6) months.
- Impairment from the symptoms present in two or more settings (school, work, home).

#### **6. Documentation Must Include a Specific Diagnosis**

The report must include a specific diagnosis of ADHD based on the DSM-IV diagnostic criteria. Individuals who report problems with organization, test anxiety, memory and concentration only on a situational basis do not fit the prescribed diagnostic criteria for ADHD. Given that many individuals benefit from prescribed medications and therapies, a positive response to medication by itself is not supportive of a diagnosis, nor does the use of medication in and of itself either support or negate the need for accommodation.

#### **7. A Clinical Summary Must Be Provided**

A well-written diagnostic summary based on a comprehensive evaluative process is a necessary component of the assessment. The clinical summary must include:

- Demonstration of the evaluator’s having ruled out alternative explanations for inattentiveness, impulsivity, or hyperactivity as a result of psychological or medical disorders or noncognitive factors;
- Indication of how patterns of inattentiveness, impulsivity or hyperactivity across the life span and across settings are used to determine the presence of ADHD;
- Indication of the substantial limitation to learning presented by ADHD and the degree to which it impacts the individual in the context for which accommodations are being requested (e.g., impact on the examination situation); and
- Indication as to why specific accommodations are needed and how the effects of ADHD symptoms, as designated by the DSM-IV, are mediated by the accommodation(s).

#### **8. Each accommodation recommended by the evaluator must include a rationale.**

The evaluator must describe the impact of ADHD (if one exists) on a specific major life activity as well as the degree of significance of this impact on the individual. The diagnostic report must include specific recommendations for accommodations. A detailed explanation must be provided as to why each accommodation is recommended and should be correlated with specific identified functional limitations. Prior documentation may have been useful in determining appropriate services in the past. However, documentation should validate the need for accommodation based on the individual’s current level of functioning. The documentation should include any record of prior accommodation or auxiliary aid, including information about specific conditions under which the accommodation was used (e.g., standardized testing, final exams, subject exams, etc.). However, a prior history of accommodation without demonstration of a current need does not in itself warrant the provision of a similar accommodation. If no prior accommodation has been provided, the appropriate professional or individual being evaluated should include a detailed explanation as to why no accommodation was used in the past and why accommodation is needed at this time.

Because of the challenge of distinguishing ADHD from normal developmental patterns and behaviors of adults, including procrastination, disorganization, distractibility, restlessness, boredom, academic underachievement or failure, low self-esteem and chronic tardiness or in attendance, a multifaceted evaluation must address the intensity and frequency of the symptoms and whether these behaviors constitute impairment in a major life activity.

### **Change in Disability or Accommodations Requested**

If there are any changes in the nature or extent of your disability or if the accommodations will differ from previously provided accommodations, you must submit an updated application forty-five days prior to the requested examination date and provide detailed documentation explaining the change.