

OKLAHOMA ACCOUNTANCY BOARD (OAB)
INSTRUCTIONS FOR
PROCESSING OF REQUEST FOR REASONABLE MODIFICATIONS
TO SIT FOR THE CPA EXAMINATION

It is the responsibility of the (OAB) to administer the Uniform Certified Public Accountant and Public Accountant Examination in compliance with the Oklahoma Accountancy Act and Title 10 of the Oklahoma Administrative Code. The uniform procedures governing the examination are established by the American Institute of Certified Public Accountants (AICPA) and the National Association of State OAB of Accountancy (NASBA).

Consistent with the Americans With Disabilities Act (ADA) the OAB will accept requests for reasonable modifications to assist disabled candidates in taking the examination. Such requests for modifications should be communicated in writing by the candidate to the OAB.

A disability is a physical or mental impairment which substantially limits one or more major life activities; e.g., walking, hearing, speaking, seeing, reading, writing, caring for one's self and performing manual tasks.

A licensed, qualified professional must provide a written description to substantiate the impairment or disability based on an appropriate diagnostic examination. The professional must provide a signed statement setting forth a precise identification of the candidate's specific needs to sit for the examination based on the condition identified through the diagnostic process.

The modifications requested and granted must relate directly to the disability. The OAB may confer with its consultant on the appropriateness of the requested modifications and the OAB may require that the candidate submit a second opinion from a qualified professional. The information which the candidate is asked to provide for the OAB's evaluation is set below:

- Complete the " Optional Request for Reasonable Accommodation form,"
- Submit a current professional diagnoses and other documents related to the disability; and
- Submit a letter from an appropriate official of the learning institution last attended with description of all modifications which were granted during the final accounting and auditing classes.

The OAB may photocopy a document for its file and return the original document to the candidate.

Confidentiality: Information received from professionals setting forth diagnoses relating to the candidates is considered by the OAB to be confidential and will be used by the OAB only as a basis for determining the modifications requested. Diagnostic information will not be made a part of publicly-accessible files.

OAB's Written Response: The OAB will respond in writing to the candidate what, if any, modifications will be provided based on the information furnished by the candidate.

Reaffirmation and Changes in Modifications: The OAB may request reaffirmation by the candidate and confirmation of the continuing disability upon subsequent applications to retake the examination.

If modifications are approved by the OAB, no additional modifications will be granted for subsequent examinations unless further documentation indicates that there has been a change in the condition of the candidate which requires reassessment by the OAB. In such cases, the OAB will reevaluate the modifications based upon the additional diagnostic information furnished by the candidate.

Right to Decline Modifications: Even though reasonable modifications are available for disabled individuals, the disabled individual always has the right not to request such arrangements and may instead take the examination under the same conditions as non-disabled individuals.

Cost of the Modifications:

The candidate is responsible for:

- The application fee,
- The cost of the diagnostic documentation which the candidate furnishes to the OAB.

The OAB is responsible for:

- The cost of modifications granted
- The cost of assistive personnel

Candidates approved for testing modifications will ONLY be scheduled through Prometric's Special Accommodations Unit (SAU).

APPLICATION PROCESS:

- The application and modification form received and processed.
- Approved ATT and testing modifications sent to NASBA.
- NASBA notifies Prometric of the approved modifications.
- Voucher is sent to candidate by NASBA. Voucher is valid for 90 days.
- Once NASBA receives payment and the NTS is then sent to the candidate.
- The candidate must contact SAU to schedule an appointment (1-800-967-1139)
- After candidates has scheduled a date and time, a confirmation will be sent by Prometric to the candidate to confirm the arrangements.

Testing sites:

Special Accommodation Unit
1-800-967-1139

Prometric Testing Center/Sylvan Learning Center
2224 NW 50th St Suite 196
Oklahoma City, OK 73112
405-843-8378

Prometric Testing Center/Star Training Institute
3015 E Skelly Dr Suite 254
Tulsa, OK 74105
918-747-9333

[] Logistical Provisions (e.g. adjustable height table, enlarged keyboard, adjustable swivel arm for Keyboard) Specify equipment needed:

[] Aids (e.g. magnifying glass) Specify equipment needed:

[] Sign Language Interpreter (provisions for an individual to serve as translator between the Candidate and the test center administrator)

[] Other – please specify:

FOR OAB USE ONLY

Review and approval of documentation is required prior to authorizing testing modifications. Please check below to verify that each type of documentation was reviewed (attach a copy of any documentation that specifically describes the nature of the equipment requested):

_____ Letter from candidate requesting modifications.

_____ Letter of diagnosis from appropriate medical personnel.

_____ Letter from university or college indication what modifications, if any, were granted to the candidate.

_____ No modifications were granted by the university or college.

_____ Candidate has been previously approved to test with modifications.

_____ Date OAB submitted ATT with accommodation request to NASBA.

Signature of Executive Director or Designee

Date Signed