

**OKLAHOMA ACCOUNTANCY BOARD  
INSTRUCTIONS FOR  
PROCESSING OF REQUEST FOR REASONABLE ACCOMMODATIONS  
TO SIT FOR THE UNIFORM CPA EXAMINATION**

It is the responsibility of the Oklahoma Accountancy Board 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 established by the American Institute of Certified Public Accountants and the national Association of State Boards of Accountancy require that for security reasons the examination be administered on the same dates and during the same times of day in every jurisdiction which utilizes the uniform written examination.

Consistent with the Americans With Disabilities Act (ADA) the Board will accept requests for reasonable accommodations to assist disabled applicant in taking the examination. **Such requests for accommodations should be communicated in writing by the applicant to the Board as far in advance of the examination date as possible to afford the Board sufficient time to consider the request, make a decision concerning the request, and arrange for the accommodations to be provided to the applicant.**

**The disabilities reached by Titles II and III of the ADA are limited to those that meet the ADA's legal definition. A disability is a physical or mental impairment which substantially limits one or more major life activities; e.g., walking, hearing, speaking, seeing, reading or writing.**

**Requests for accommodations must be made no later than the final application filing date for the examination to which the request relates.** The accommodations requested and granted must relate directly to the disability. The Board may confer with its consultant on the appropriateness of the requested accommodations and the Board may require that the applicant submit a second opinion for a qualified professional. The information which the applicant is asked to provide for the Board's evaluation is set forth below.

All professional diagnoses and other documents related to the disability must be signed, current/recent original documents and should be received with the application or shortly thereafter. The Board may photocopy a document for its file and return the original document to the applicant.

### **All Disabled Applicants**

The applicant must furnish a written statement from an appropriate official of the learning institution last attended by the applicant setting forth the history of accommodations granted to the applicant in classroom settings at that institution. More specifically, furnish a description of all accommodations which were granted to the applicant by the institution during the applicant's final accounting and auditing classes for which the Oklahoma Accountancy Board accepted the applicant's credit toward qualifying the applicant to sit for the professional examination.

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**Learning Disabled Applicants**

A licensed, qualified professional must provide a written description of the learning disability, describing it in behavioral and clinical terminology based on appropriate diagnostic examinations. The professional must provide a statement setting forth a precise identification of the applicant's needs to sit for the examination based on the condition identified through the diagnostic process.

A licensed, qualified professional must describe the sensory or motor aids needed by the applicant to take the examination.

**Mental/Emotional Disability**

A licensed, qualified professional must provide a written description of the mental/emotional disability, describing it in behavioral and clinical terminology based on appropriate diagnostic examinations. The professional must provide a statement setting forth a precise identification of the applicant's specific needs to sit for the professional examination based on the condition identified through the diagnostic process.

**Physically Disabled Applicants**

A licensed, qualified professional must provide a written description of the physical impairment, describing it in behavioral and clinical terminology based on appropriate diagnostic examinations. The professional must provide a statement setting forth a precise identification of the applicant's specific needs to sit for the professional examination based on the condition identified through the diagnostic process.

**Board's Written Response**

The Board will respond in writing to the applicant and will inform the applicant what, if any, accommodations will be provided to the applicant based on the information furnished by the applicant to the Board. Applicants must signify in writing to the Board their acceptance of the accommodations granted by the Board.

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**Costs of Accommodations**

- **The applicant is responsible for:**

The costs of the diagnostic documentation which the applicant furnishes to the Board.

- **The Board is responsible for:**

The costs of the Board's medical consultant; and

Reasonable costs of accommodations granted by the Board to the applicant.

**Confidentiality**

**Information from professionals setting forth diagnoses relating to the applicants is considered by the Board to be confidential and will be used by the Board only as a basis for determining the accommodations to take the examination which are to be granted to the applicant. Diagnostic information will not be made a part of publicly-accessible files.**

**Reaffirmation and Changes in Accommodations**

The Board may request reaffirmation by the applicant and confirmation of the continuing disability upon subsequent applications to retake all or portions of the examination.

If accommodations are granted by the Board, no additional accommodations will be granted for subsequent examinations unless further documentation of the same type and form as was required to support the original request for accommodations indicates that there has been a change in the condition of the applicant which requires reassessment by the Board. In such cases, the Board will reevaluate the accommodations based upon the additional diagnostic information furnished by the applicant.

**Examination Site Selection**

In the event the accommodations agreed upon by the applicant and the board cannot be provided at the examination site selected by the applicant, an alternate site in another city may be offered by the Board to the applicant.

**Right To Decline Accommodations**

**Even though reasonable accommodations 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.**

OKLAHOMA ACCOUNTANCY BOARD  
4545 North Lincoln Blvd., Suite 165  
Oklahoma City, OK 73105-3413

**Optional Request For Reasonable Accommodations  
For The Uniform CPA Examination**

**Detailed instructions to request accommodations are included with this application.**

The Oklahoma Accountancy Board strives to fully comply with the Americans with Disabilities Act of 1990 as an extension of its long-standing practice of meeting the individual needs of its applicants with disabilities. To ensure equal opportunity for all qualified persons, the Board will make reasonable accommodations for candidates having disabilities that might affect their taking the licensing examination. You must request accommodations in writing and your disability must be verifiable.

**All requests for accommodations must be made no later than the final application filing date for the examination to which the request relates. You may attach separate sheets if more space is required.**

- 1. What type of disability do you have?**
  
- 2. How does your disability limit one or more of your major life activities (e.g., walking, hearing, speaking, seeing, reading or writing)?**
  
- 3. To ensure that proper accommodations are provided, list specifically all of the special accommodations needed.**

**The applicant hereby grants permission for the Board to confirm medical diagnoses or other information directly with the professionals furnishing such information. If you have questions, you may call the Board (405/521-2397) or email (okaccybd@oklaosf.state.ok.us).**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature (must be signed in ink)

\_\_\_\_\_  
Date