



AMERICANS WITH DISABILITIES ACT (ADA) REFERENCE SHEET

General Information

If you are a person with a disability, you have certain rights under the Americans with Disabilities Act (ADA). If you have any questions about your rights under the ADA we encourage you to call the United States Department of Justice, which has an ADA Information Line, at (202) 514-0301 (voice) or (202) 514-0381/0383 (TDD). These telephone numbers are not toll-free numbers.

About the Examination

The Board of Social Work utilizes a national licensure examination provided by the Association of Social Work Boards (ASWB). The examination is a multiple-choice examination. Candidates are permitted four hours to take the examination. The examination is administered by Pearson VUE. The test is presented on a personal computer. No computer experience is needed to take the examination, and you will receive a brief tutorial to help you become familiar with the testing equipment. All Pearson VUE testing sites are accessible to persons with physical disabilities.

Alternative Arrangements

The ADA requires the Board of Social Work, ASWB, and testing sites to make "reasonable accommodations" for applicants with disabilities taking this examination. If you are a person with a disability, which may affect your ability to enter the examination facility or take any portion of the examination, the ADA may require the Board of Social Work, ASWB, and the testing site to provide certain accommodations. We are not required to provide accommodations if we are unaware of your needs. You will be notified by letter whether your accommodation has been granted.

◆ INSTRUCTIONS ◆

If you have a disability for which you need examination accommodations, please use the attached *APPLICATION FOR DISABILITY ACCOMMODATION* form.

1. Please complete Part I.
2. Your health care practitioner must complete Part II.
3. You must mail both the completed Part I and Part II of the Application for Disability Accommodations Form directly to ASWB, who will coordinate the processing of your request with the Minnesota Board of Social Work.

NOTE: A completed Application for Disability Accommodations Form will remain valid for one year from the date when executed by the applicant. Forms not fully completed will be returned to the applicant.



INSTRUCTIONS APPLICATION FOR DISABILITY ACCOMMODATIONS

The Application for Disability Accommodations is to help the social work board in your jurisdiction determine (1) whether you are a qualified disabled individual under applicable federal, state, provincial, or local legislation and (2) whether the accommodation you are requesting is reasonable. Consideration of all requests will be made under applicable laws.

PART I: The information requested on Part I of the form is self-explanatory. You are not required to furnish your Social Security Number (US)/Social Insurance Number (Canada), but this information would be most helpful in identifying you and relating this Application for Disability Accommodations to other parts of your examination application. After you have completed Part I, the application must be dated and signed by you and notarized by a Notary Public in your jurisdiction. **ALL APPLICATIONS MUST BE SUBMITTED WITH ORIGINAL SIGNATURES. COPIES OR FAXED SIGNATURES WILL NOT BE ACCEPTED.**

PART II: Part II of this Application for Disability Accommodations should be completed by your health care practitioner or other appropriate professional and signed and dated where indicated. **ALL APPLICATIONS MUST BE SUBMITTED WITH ORIGINAL SIGNATURES. COPIES OR FAXED SIGNATURES WILL NOT BE ACCEPTED.**

SUBMISSION OF THE FORM: The ASWB examinations are offered through the relevant jurisdictional board. Although each board's application process may differ slightly, this form must be submitted before the board can make a decision on any examination accommodations requested. Parts I and II of this Application for Disability Accommodations should be mailed directly to ASWB at the address below.

You must receive approval from your board and ASWB before registering for an examination. Forms not fully completed will be returned to the applicant.

Please consult with your board to determine the appropriate application process and relevant deadlines.

A submitted Application for Disability Accommodations will remain valid for one year from the date when executed by the applicant. A valid application will be considered for any examination occurring within this one-year period provided the applicant makes a request at the time of registration.

Under any circumstances, it is recommended that you maintain a copy of this form for your records. Questions may be directed to your board or to ASWB (1-800-225-6880, extension 3024).

**SUBMIT PARTS I AND II OF THE APPLICATION FOR DISABILITY ACCOMMODATIONS
AT THE SAME TIME**

Applications for Disability Accommodations should be mailed to:
ASWB Candidate Services
P.O. Box 1508
Culpeper, VA 22701

APPLICATION FOR DISABILITY ACCOMMODATIONS
Social Work Licensure Examination

PART I

Name: _____
Last First Middle/M.I.

Address: _____

City, State/Province: _____

ZIP/Postal Code: _____

Email: _____

Work Phone Number: (_____) _____

Home Phone Number: (_____) _____

Cell Phone Number: (_____) _____

Social Security Number (US)/
 Social Insurance Number (Canada)
 (Optional—see instructions)

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Birthdate:

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Month Day Year

Examination to be taken (check one):

- Bachelors Advanced Generalist
 Masters Clinical

State/province/territory to which you are applying: _____

Major life activity impaired by disabling condition:

Physicians or Other Health Care Practitioners:

(a) Name: _____

(b) Name: _____

Office Address: _____

Office Address: _____

Length of time as patient: _____

Length of time as patient: _____

Release:

I authorize each health care practitioner listed above to release to the _____ (state/province/territory) board of social work, the Association of Social Work Boards (ASWB), or their designated representatives, information which will verify the current functional limitations imposed by my disability which affect my ability to perform under standard testing conditions; and describe the nature of the examination accommodation(s) being proposed and the rationale for those accommodation(s). I further understand that I may be asked to provide additional information about my functional limitation(s) and the requested accommodations and agree to cooperate with reasonable requests for such additional information.

I understand and agree that the information obtained by this authorization will be used solely for the purpose of determining my eligibility for reasonable accommodations in regard to the social work licensure process and the nature and extent of the accommodations which are reasonably necessary by reason of my disability. The information obtained by this authorization will not be released or disclosed to any person or organization except the referenced parties, and any other governmental agency that may be involved in acting upon my request for reasonable accommodations in connection with the social work licensure process.

I agree that this authorization shall be valid until canceled or revoked in writing by me.

Under penalties of perjury, I declare that the foregoing statements and those in any required accompanying documents or statements are true. I understand that false information may be cause for denial or loss of a license. I hereby certify that I personally completed this application and that I may be asked to verify the above information at any time.

Signature: _____ Date: _____

Subscribed to and sworn to before me this _____ day of _____, 20_____.

Notary Public: _____

This application is valid for a period of one (1) year from the date when first executed by the applicant. (See instructions.)

APPLICATION FOR DISABILITY ACCOMMODATIONS

PRACTITIONER'S STATEMENT

(A copy of this form must be completed by each health care practitioner providing services to the patient.)

PART II

Practitioner Name: _____
Last First Middle/M.I.

Office Address: _____

Office Phone Number: (_____) _____

Patient's Name: _____

Patient's Address: _____

City, State/Province, ZIP/Postal Code: _____

Patient's Social Security Number (US)/Social Insurance Number (Canada)

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Patient's Birthdate:

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Month

Day

Year

1. Diagnosis and description of disabling condition: _____

Date patient first seen: _____ Date patient last seen: _____

2. Date of onset: _____

3. Major life activity(ies) limited by disabling condition (e.g., walking, seeing, breathing, etc.) _____

4. Circumstances under which previous accommodations were granted and dates of occurrences: _____

5. Accommodation(s) needed in this testing situation: _____

I hereby certify that the above information is true and is released pursuant to authorization by my patient.

Signature of Health Care Practitioner: _____ Date: _____

Professional Status (*physician, psychologist, etc.*): _____

License Number (if applicable): _____

FOR BOARD USE

Board approval, if applicable: _____
Name Title Date