



Certificate of Travel Health Examination

Special Accommodations Request Form

In accordance with the “Americans with Disabilities Act” (ADA), the ISTM will arrange to provide special testing accommodations for those individuals with a condition or disability as defined under the ADA. Accommodations will be provided at no additional cost to the applicant. ISTM’s “Americans with Disabilities Policy Statement” is printed on the reverse side of this form. If you believe that you qualify for an accommodation pursuant to the ADA, we ask that you complete this form and email it to Kim Gray, Project Coordinator learning@istm.org, or by fax to +1-404-373-8283 at least 60 days prior to the date the examination is offered.

Documentation from an appropriate professional who has assessed the applicant’s condition or disability must be included with this form and must identify the condition or disability and the need for the requested accommodation. Supplemental documentation may be requested in order to better understand how the listed disability/disabilities necessitate the requested accommodation.

Applicant Information:

Family Name	Given Name	Middle Initial
Email Address		Telephone (include country code)
Examination Testing Date and Location		
Signature of Applicant		Date

Description of Disability:

Accommodation(s) Requested: (Please check all that apply & provide description of how the accommodation serves to mitigate disability)

- ☐ Special Seating or other Physical Accommodations
- ☐ Special Testing Area
- ☐ Other (Please explain)

Professional Making Assessment of Candidate's Condition or Disability:

Professional's Printed Name		Title
Professional's Signature	Date of Assessment	Phone Number with Country Code

Americans with Disabilities Act Policy Statement

The ISTM is committed to complying with all applicable provisions of the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 (the "ADA, as amended"). It is ISTM's policy not to discriminate against any qualified applicant with regard to any term or condition associated with any examination administered by ISTM. Consistent with this policy, ISTM will offer and conduct all examinations in a place and a manner in compliance with the ADA, as amended, to assure accessibility to qualified persons with disabilities. ISTM also will provide a reasonable accommodation to a qualified person with a disability, as defined by the ADA, as amended, who has made ISTM aware of his/her disability, provided that the accommodation does not fundamentally alter the measurement of the skills or knowledge associated with the examination and does not constitute an undue hardship on ISTM.

ISTM also will not discriminate against any person because of his/her known association or relationship with any person with a known or perceived disability.

ISTM encourages any examination applicant with a disability to request a reasonable accommodation by submitting the Special Accommodations Request Form to the ISTM Executive Director at least 60 days prior to the date of the examination that the applicant wishes to take.

Procedure for Requesting an Accommodation

Upon receipt of a request for an accommodation, the ISTM Executive Director will contact the examination applicant, or his/her authorized personal representative, to discuss and identify the precise limitations resulting from the disability and the possible accommodation that ISTM might provide to help overcome those limitations.

The determination regarding what might be a reasonable accommodation for an applicant claiming to have a disability in order to assure equal and fair access to the examination being administered will be made on a case-by-case basis. ISTM will determine the feasibility of any accommodation, including the specific accommodation requested by the applicant, taking into account all relevant circumstances including, but not limited to: the nature of the claimed disability; the nature and cost of the accommodation; ISTM's overall financial resources and organization; and the accommodation's impact on certification operations and security. ISTM will seek to determine an accommodation that best ensures that the test is administered to reflect the aptitude, achievement level, or whatever other factor the examination purports to measure, rather than the disability of an applicant; and to assure accessibility in the facility where the examination is administered.

ISTM will inform the applicant of its decision pertaining to the accommodation request. If the accommodation request is denied, the applicant may appeal the decision by submitting a written statement to ISTM's Examination Committee explaining the reasons for the request. If the request on appeal is denied, that decision is final.

Procedure for Reporting Discrimination

An applicant who has questions regarding this policy or believes that he/she has been discriminated against based upon a disability should notify ISTM's Examination Committee. All such inquiries or complaints will be treated as confidential to the extent permissible by law.