



NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

APPENDIX H: NATIONAL ASSOCIATION OF PARLIAMENTARIANS POLICY ON ACCOMMODATIONS FOR CANDIDATES WITH DISABILITIES

A candidate seeking an accommodation from the National Association of Parliamentarians® (NAP) in order to take any examination, course, or module (collectively referred to as “examination”) given by NAP, or attend an NAP conference or convention, shall provide the following documentation to NAP no later than thirty (30) calendar days before the examination (90 days before attendance at a conference or convention):

1. A written statement notifying NAP that the candidate currently has a disability as defined by the Americans with Disabilities Act, and applicable state or local laws.
2. A written statement explaining the requested accommodation needed by the candidate.
3. A written statement signed by a board-certified physician or otherwise qualified professional, preferably one who has evaluated the candidate, verifying the diagnosis of the candidate’s current condition. The date of issuance of the written statement(s) shall be no earlier than ninety (90) calendar days before the examination or attendance date. The written statement(s) shall support the need for the candidate’s requested accommodation.
4. Upon consideration, NAP can offer an alternative accommodation in lieu of the requested accommodation. In certain circumstances, NAP may not be able to provide an accommodation if it presents an undue burden on NAP.

NAP will consider all accommodation requests on a case-by-case basis after receiving all of the above-listed documentation. All requests for accommodations shall be made in accordance with this policy. No request for an accommodation made after the date of a completed examination, or after the date of attendance will be honored.

All written documentation shall be sent via e-mail or fax to:

NAP Executive Director

P: 816-833-3892 | F: 816-833-3893 | E: hq@nap2.org