

# Petitioning for ADA Accommodations: Bar Exam Applicants With Disabilities

Stetson University College of Law

Accessibility Resources

# NAVIGATING THE PROCESS: A CHECKLIST

- Who are the KEY PLAYERS involved?
- Where do I start?
- What Forms and documentation are required?
- How do I submit my request?
- When must I submit my Petition for Bar Exam Test Accommodations?
- Special Situations: (Emergency Accommodations & NON-ADA Notice of Medical Alert or Condition)
- **Key Tips & Considerations**

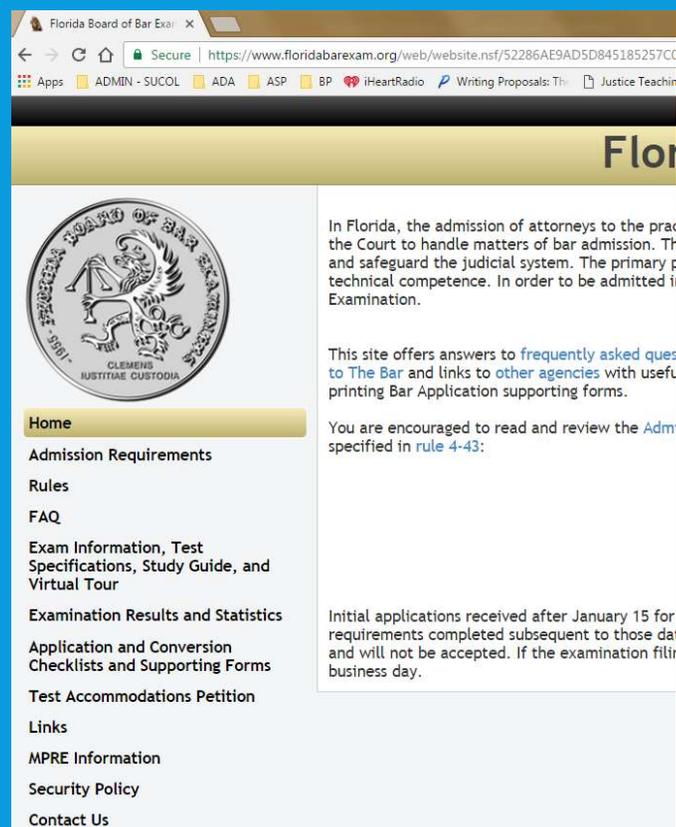
# WHO ARE THE KEY PLAYERS INVOLVED?

- YOU : (FORMS 1-8)
- EDUCATIONAL INSTITUTIONS & AGENCIES (FORM 8)
- MEDICAL PROVIDER(S) – (FORMS 2-7)
- FLORIDA BOARD OF BAR EXAMINERS
  - Acknowledgement of Receipt
  - Decision Letter
  - Appeals Process

# WHERE DO I START?

## Florida Board of Bar Examiners website

- [floridabarexam.org](http://floridabarexam.org)
- Left navigation bar:
  - “TEST ACCOMMODATIONS PETITION”
- CHECKLIST:
  - Instructions For Submitting a Test Accommodations Petition
  - Print it Out
  - Read the Instructions



# WHAT FORMS AND DOCUMENTATION ARE REQUIRED?

- **FORM 7: Certification of Accommodations History**
  - You fill out the top portion of the form and sign it.
  - Provide a copy of the form to all Education Institutions and Testing Agencies where you requested accommodations.
- **Stetson Law** – Fill out Form 8 and send to [ada@law.stetson.edu](mailto:ada@law.stetson.edu)
  - Deadline for submission of Form 8:
    - February Bar Exam Takers: 1 week prior to November 1 submission deadline
    - July Bar Exam Takers : 1 week prior to May 1 submission deadline
- **Other Educational Institutions**: Graduate, Undergraduate, High School, Middle School, Elementary School
- **Other Testing Agencies**: MPRE, LSAT, GRE, GMAT, MCAT, SAT, ACT

# WHAT FORMS AND DOCUMENTATION ARE REQUIRED? (CONTINUED)

## FORMS 2-3: As Applicable\*

- FORM 2: Learning Disability
- FORM 3: AD/HD
- Required attachments for both:
  - Undergraduate and Law School Transcripts (Photocopies OK)
  - LSAC Academic Summary Report
  - Comprehensive Evaluation Report with supporting medical documentation including testing results, relevant records

## FORMS 4-7: As Applicable\*

- FORM 4: Psychological Disabilities
  - Comprehensive Evaluation Report with supporting medical documentation including testing results, relevant records
- FORM 5: Neurological/Cognitive Disabilities
  - Comprehensive Diagnostic Assessment with testing results and other relevant records
- FORM 6: Visual Disabilities
  - Comprehensive Diagnostic Assessment with testing results and other relevant records
- FORM 7: Physical Disabilities
  - Comprehensive Evaluation Report with supporting medical documentation including testing results, relevant records

\*Qualified Medical Providers may charge a fee for completion of the form(s) and copies provided.

# WHAT FORMS AND DOCUMENTATION ARE REQUIRED? (CONTINUED)

- **FORM 1: Applicant Request for Test Accommodations**

- YOU fill out this entire form.
- Optional: Personal Narrative
- FORMS 2-8 with supporting documentation will be returned to you to submit to the Florida Board of Bar Examiners along with FORM 1.



## HOW DO I SUBMIT MY COMPLETE REQUEST?

- Mail: 1891 Eider Court  
Tallahassee, FL, 32399-1750
- Fax: (850) 414-6822

# WHEN ARE THE DEADLINES?

Late Fee	Determined by	February Exam	July Exam
<b>NONE</b>	Postmarked on or before	November 15	May 1
<b>\$325</b>	Postmarked on or before	December 15	June 1
<b>\$625*</b>	Received by	January 15	June 15

- Only Complete Requests with all forms and supporting documentation will be considered
- **\*NO REQUESTS WILL BE CONSIDERED BY THE FLORIDA BOARD OF BAR EXAMINERS AFTER THE \$625 DEADLINE (Exception for Emergency Accommodation only)**

# SPECIAL SITUATIONS: EMERGENCY ACCOMMODATIONS

- Condition or diagnosis occurs after the last filing deadline.
- May not be a pre-existing condition or diagnosis.
- No late fees are charged if submitted by the Monday immediately preceding the bar exam.



# SPECIAL SITUATIONS: NOTICE OF MEDICAL ALERT OR CONDITION

- NON-ADA Qualified Medical Conditions or Medical Conditions that May Require EMERGENCY ATTENTION
- Examples:
  - Testing Supplies not normally allowed
    - Lumbar Support
    - Lactation
    - Specialize seating for applicants using a wheelchair
  - Notification of Possible Emergency Event
    - Diabetic Events Requiring Insulin
    - Severe Allergies that could result in anaphylactic shock
    - Heart Condition
- Deadline: TWO WEEKS before the bar exam



# KEY TIPS AND CONSIDERATIONS: PROCEDURAL TIMING

## ▪ Start EARLY/NOW and Start BACKWARDS:

- FORM 8: YOU → Educational Institutions/Testing Agency → YOU → FBBE
- FORMS 2-7: YOU → Qualified Medical Providers → YOU → FBBE
- FORM 1: YOU → FBBE with above applicable forms & required supporting documentation

## ▪ Letters from FBBE → YOU:

- Acknowledgement of Receipt
- Decision Granting or Denying Request

## ▪ Appealing the Decision:

- Petition for Reconsideration requires NEW documentation not previously reviewed
- Late Requests and Decisions may not afford you time to appeal



# KEY TIPS AND CONSIDERATIONS: THE BAR STUDY PERIOD



Exam Accommodations

VS.



Study Period Accommodations