

KENTUCKY OFFICE OF BAR ADMISSIONS

COMPLETING THE APPLICATION

Any applicant who requests non standard test accommodations for the Bar Examination must file an Application for Non Standard Test Accommodations, Form A. The application ***must*** include the required applicable forms (***Forms B – F***) and documentation to establish the existence of a disability protected by the ADA. The application, forms and supporting documentation ***must be filed*** no later than the filing deadline for the Kentucky Bar Examination Application in order to facilitate expedient decisions regarding accommodations.

PLEASE NOTE: All applicants should be aware that time is of the essence in filing an application for non standard test accommodations and the submission of supporting documentation. Failure to submit such material by the bar application filing deadline may not allow sufficient time for the Non Standard Test Accommodations Committee to properly address the request for non standard test accommodations.

Applicants are responsible for the completeness and accuracy of the information provided. An application that is incomplete, untimely or otherwise not filed in compliance with these instructions will be returned without action. Non standard test accommodations Forms B through F are an essential part of your application for non standard test accommodations.

PLEASE MAKE SURE TO TYPE OR PRINT ALL FORMS LEGIBLY.

APPLICATION FORMS:

The application for non standard test accommodation(s) is available on the Kentucky Office of Bar Admissions' website at www.kyoba.org or may be obtained by contacting the Kentucky Office of Bar Admissions at info@kyoba.org or (859) 246-2381.

A request for non standard test accommodation(s) must be submitted on:

FORM A – Application for Non Standard Test Accommodations. This form is to be completed by the applicant to provide a description of the applicant's disability and must include detailed information about the non standard test accommodation(s) being requested. The applicant's request must be in detail and must be specific as to the accommodations being requested such as; additional time (30 minutes, 1 hour) breaks, (5 minutes every hour), large print exam (print size 18 or 24), special lighting or seating, the need for a scribe, etc.

The Application for Non Standard Test Accommodations must be accompanied by the applicable forms described below to establish your disability:

FORM B- Medical Disability Verification Form - To be completed by a physician or licensed professional substantiating the disability. The physician or licensed professional must also provide a professional opinion with respect to the need for the accommodation(s) requested.

In addition to the Medical Disability Verification, the applicant, physician or licensed professional must attach the following:

- Any medical or diagnostic tests related to the diagnosis of the applicant's disability

FORM C – Learning Disability Verification Form - To be completed by a physician or licensed professional substantiating the learning disability, including any and all test results administered in making the diagnosis, and providing a professional opinion with respect to the appropriateness of the accommodation(s) requested.

*****Make sure that the physician or licensed professional attaches a copy of the diagnostic tests including the results of each test that were administered to in determining the diagnosis.***

FORM D – Attention Deficit Hyperactivity Disorder/Attention Deficit Disorder Verification Form - To be completed by a physician or licensed professional substantiating the disability, including all diagnostic tests or criteria used in making the diagnosis, and providing a professional opinion with respect to the appropriateness of the accommodation(s) requested.

In addition to the ADHD/ADD Verification form, the following must be attached:

- The original diagnostic evaluation or assessment
- Any and all supporting documentation from the date of original diagnosis through law school
- A copy of the accommodations granted for the LSAT and/or MPRE, your application for accommodations and the letter approving the accommodations.
- The law school form along with the documentation provided to the school in support of your disability.
- If diagnosed during law school, a copy of your law school transcripts.

FORM E – Statement of Law School Official - To obtain a statement from the law school verifying the accommodation(s) provided to the applicant indicating the extent of the accommodation(s) provided by the law school and copies of any documentation which constituted the basis for such accommodation(s).

FORM F – Statement of Another Bar Jurisdiction - To obtain verification from another jurisdiction that non standard test accommodation(s) were provided and the nature of the accommodations for the purposes of taking the bar examination.

- Along with the statement from another jurisdiction, be sure the jurisdiction attaches all documentation provided in support of the request for non standard test accommodations including the letter outlining the specific accommodations granted for the bar examination.

ADDITIONAL DOCUMENTATION

In addition to the above mentioned forms, the applicant must provide the following documentation with the application for non standard test accommodations:

- Any and all accommodations provided on previous tests such as the LSAT, the MPRE and law school exams. *Note: Copies of correspondence from the testing authority who granted accommodations for any and all of these tests must be provided such as the letter from LSAT approving accommodations or memo from the law school to a professor granting accommodations).*
- Copy of law school transcripts
- Any other documentation deemed appropriate and/or necessary by the Board or its medical consultant in making a determination regarding accommodation(s).

REPEAT APPLICANTS

Repeat applicants must submit all required forms along with their Re-Application for Accommodation(s) no later than the re-application filing deadline to take the bar examination. Along with the re-application accommodations, applicant's must attach a current letter or report from their current treating physician or licensed professional as to the current diagnosis and treatment as well as stating the accommodations recommended.

An applicant who has previously taken the Kentucky Bar Examination may request non standard test accommodation(s) on any subsequent examinations. Subsequent requests will be reviewed along with the accommodation(s) previously granted, if any, as well as the accommodation(s) actually utilized by the applicant when making a determination regarding the current accommodation request.

EMERGENCY REQUESTS

An applicant, who becomes disabled after the timely filing deadline, may request non standard test accommodation(s), if the applicant promptly submits the following as soon as is practicable:

- a. An emergency request submitted on the form prescribed by the Board. The applicant must include documentation of the nature of the disability and the date and circumstances under which the disability arose, and the specific accommodation(s) requested.
- b. Medical verification of the disability or disabling condition, and the need for the specific accommodation(s) requested.
- c. An emergency request for accommodation(s) shall not be filed fewer than seven days preceding the scheduled bar examination.

NOTE: All applicants should be aware that requests made under the emergency provision may not be approved on the basis that there is insufficient time to properly address the applicant's request.

QUESTIONS

For questions regarding the Kentucky Board of Bar Examiner's policy with respect to non standard test accommodations, please visit our website at www.kyoba.org, or contact the Kentucky Office of Bar Admissions by e-mail at info@kyoba.org or phone at (859) 246-2381. You may also call the United States Department of Justice, which has an ADA information line at (202)514-0301 (voice) or (202)514-0381 (TDD). These telephone numbers are not toll-free numbers.

Applicants may use the following as a checklist to insure all required forms and documents are submitted with their request for non standard test accommodations.

_____ Completed Application for Non Standard Test Accommodations (*Form A*)

_____ Medical Authorization & Release Form

Applicable Forms & Documents –

_____ Form B – Medical Disability Verification Form

_____ Form C – Learning Disability Verification Form

_____ Form D – ADHD/ADD Form

_____ Form E – Statement of Law School Official

_____ Form F – Statement of Another Bar Jurisdiction

_____ Copy of LSAT and/or MPRE correspondence granting accommodations

_____ Copy of medical tests, reports, psychological evaluation or assessment (ADHD/ADD & LD) and/or tests to determine and establish a disability.

_____ Law School Transcripts