COMLEX-USA Level 1 & Level 2-CE Request for Test Accommodations Fact Sheet

The National Board of Osteopathic Medical Examiners (NBOME) provides reasonable testing accommodations in accordance with the Americans with Disabilities Act (ADA) for candidates taking the COMLEX-USA examinations who provide the required documentation substantiating that they are a person with a disability.

Eligibility for Test Accommodations

A diagnosis alone does not qualify a candidate for testing accommodations. The NBOME requires credible, objective documentation demonstrating:

- A physical or mental impairment.
- How the impairment substantially limits one or more major life activities as compared to most people in the general population.
- How it limits your ability to access the COMLEX-USA examination.
- Why each requested accommodation is necessary and reasonable.

Level 1: You may apply after completing one year of medical school even before WesternU COMP makes you eligible for Level 1, so you can stay on schedule with your class. Include proof of first-year completion (e.g., an unofficial transcript or a signed, dated letter from the Office of the Registrar on official letterhead).



Littmann Core Digital Stethoscope

COMLEX-USA

Required Application Materials

Download the NBOME Request for Test Accommodations application and instructions. If you are seeking to maintain previously approved accommodations, submit the Prior COMLEX-USA Accommodations Request Form.

A complete COMLEX-USA accommodation request generally includes:

- A signed Request for Test Accommodations application (answer every item; do not write only “see attached”).
- Detailed personal statement.
- Full evaluation(s) from qualified professional(s), plus each evaluator’s CV.
- Request for Test Accommodations in Medical School completed by HFCDHP if you received accommodations in medical school.
- A letter of support from HFCDHP (optional).
- Score reports and accommodation decision letters from prior standardized tests, with and without accommodations (e.g., MCAT, SAT, ACT, GRE).
- Any additional documentation the NBOME requests.

309 E. Second Street, Bldg. 390, Pomona, CA 91766 | (909) 469-5441
2665 S. Santiam Highway, Room 1066, Lebanon, OR 97355 | (909) 469-5441

Application Timing and Deadlines

The NBOME does not publish a fixed accommodation deadline. It recommends submitting your request **at least 90 days before the first day of your preferred testing window**.

- A complete application is generally decided within **approximately 60 - 75 days** of receipt (up to 90 days during peak periods).
- Diabetes and pregnacy/lactation requests use streamlined forms and are typically handled within **10 - 15 days**.
- If the NBOME notifies you that your application is incomplete, you have **30 days** to respond or the request will be closed.
- If you do not receive a confirmation email within **5 business days** from submission, follow up with the NBOME at testacc@nbome.org.
- You may schedule a standard exam while your request is pending but if approved, you must cancel and rescehdule to use your accommodations. Testing before a decision withdraws your request.

COMLEX-USA Testing Accommodations

Accommodations are determined individually based on the candidate's documented functional limitations. Examples of accommodations may include:

- Extended testing time
- Separate testing room
- Breaks

The NBOME uses Pearson testing centers to administer their exams. Pearson has a list of approved Comfort Aids that include medicine and medical devices, mobility devices and other approved items. They are subject to inspection by the proctors at the testing site.



WesternU COMP student taking a mock board.

Healthcare Provider Documentation

Evaluations from a qualified professional should explain in detail:

- The formal diagnosis, each major life activity limited, and how it is substantially limited compared to most people.
- Each specific accommodation need and the rationale for why it is necessary.
- **Recency:** most recent assessment within about **3 years** of the request date; psychiatric conditions (e.g., anxiety, depressive disorders) within **1 year**.
- Diagnostic criteria, names and dates of all tests, and results in standard-score format with interpretation (reliable, valid tests using age-based norms).
- Other relevant medical history and the evaluator's qualifications (include a CV).

Tip: The strongest documentation clearly links the disability, functional limitations, their impact on COMLEX-USA testing, and the need for each requested documentation.

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Writing Your Personal Statement

- Describe your impairment(s) and how they impact your daily life.
- Explain how your impairment affects your ability to access the exam compared to most people.
- Explain why each requested accommodation is necessary.
- Add any details that did not fit on the application form.

Tips for a Strong Application

- Start the process early.
- Focus on functional limitations, not diagnosis alone.
- Keep information consistent across all materials.
- Keep copies of everything you submit.

Meet with HFCDHP Before Submission

Schedule an appointment with HFCDHP to review your request: disabilityaccommodations@westernu.edu.

Submit to NBOME & Resources

Email (preferred, unlocked PDF):
testacc@nbome.org
Mail:
NBOME Test Accommodations
101 West Elm Street, Suite 230
Conshohocken, PA 19428
Client Services: (866) 479-6828

NBOME Test Accommodations
COMLEX-USA Bulletin of Information

Note: NBOME policies, forms, timelines, and documentation requirements may change. Always review the current NBOME requirements before submitting a request.

HFCDHP Letter of Support

Students enrolled with HFCDHP may request a letter verifying their approved WesternU disability accommodations and the rationale for each. Contact HFCDHP early and allow time for it to be prepared before you submit.

If Your Request is Denied

You may request **one (1) reconsideration per exam level**, in writing to testacc@nbome.org. Include new and compelling documentation not previously reviewed and a written rationale explaining why the decision was incorrect. Do not resend prior documents. Reconsiderations may take **60 - 75 days**.

Level 2-CE Accommodation Request

Candidates seeking to maintain previously approved accommodations for COMLEX-USA Level 1 must submit a Prior COMLEX-USA Accommodations Request Form. Candidates requesting additional accommodations must submit a new application with supporting documentation. Previously submitted documentation does not need to be resubmitted, as it remains on file with the NBOME.



WesternU COMP students in their white coats during Welcome Week.