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## Accessibility & Reasonable Accommodation Policy

*Courses, workshops, live sessions, and academy-administered assessments*

### 1. Purpose

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Risk Adjustment Coding Academy, LLC (“the Academy”) is committed to providing qualified students with disabilities equal access to our educational programs. We will consider reasonable accommodations that allow a student to participate in coursework and academy-administered assessments without lowering coding accuracy, documentation, or academic standards.

### 2. Scope — what this policy covers (and what it does not)

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This policy applies to Academy courses, workshops, live instruction, homework, quizzes, and practice exams that the Academy creates and grades.

**This policy does not cover AAPC certification exams** (CRC®, CPC®, or any other AAPC exam). Official exam accommodations must be requested directly from AAPC, using AAPC’s current process and medical documentation rules. The Academy can help a student organize materials and point them to AAPC; the Academy cannot approve extra time or other changes on an AAPC exam.

### 3. Who may request an accommodation

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A current or accepted student who has a physical or mental impairment that substantially limits one or more major life activities (for example, seeing, hearing, reading, concentrating, or learning) may request a reasonable accommodation. Students must self-identify. The Academy does not seek disability information unless the student asks for an accommodation.

### 4. How to request

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Submit the attached Student Accommodation Request Form to:

Email: [RACacademyllc@racacademy.com](mailto:RACacademyllc@racacademy.com) (Subject line: Accommodation Request)

Please send the request as early as possible — ideally at enrollment or at least 10 business days before the accommodation is needed. Last-minute requests will be considered when feasible, but some arrangements take time.

Documentation is helpful when the need is not obvious. A brief letter from a qualified professional (or prior school/testing accommodation records) that states the limitation and why the requested change helps is usually enough. Do not send full medical records or genetic information. The Academy will ask only for what is needed to decide the request.

### 5. Examples of accommodations the Academy may provide

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Accommodations are individualized. Examples that are often reasonable in a coding course include:

- Extended time on Academy quizzes or practice tests (not AAPC exams)

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- A quieter testing window or extra scheduled breaks during live sessions
  - Captions, transcripts, or materials provided in advance
  - Enlarged text, high-contrast materials, or screen-reader-friendly files
  - Permission to use an approved assistive device already used in daily work or school

The Academy will not approve an accommodation that fundamentally alters the course (for example, removing timed production practice that is an essential coding skill), creates an undue burden, or lowers the requirement to code accurately.

## 6. Review process

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1. The Academy will acknowledge the request, review it privately, and may ask clarifying questions (the “interactive process”).
2. You will receive a written decision stating what is approved, any conditions, and the course(s) it applies to.
3. If a request cannot be granted as written, we will discuss an effective alternative when one exists.
4. Approved accommodations apply only to Academy activities listed in the decision letter. They do not automatically transfer to AAPC or any other testing organization.

## 7. Confidentiality

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Accommodation records are kept separate from general student files and shared only with staff who need the information to implement the accommodation (for example, the course instructor or live-session host). We do not disclose a diagnosis to classmates.

## 8. Student responsibilities

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- Request accommodations before they are needed whenever possible.
- Use only the accommodations that were approved.
- Meet the same coding accuracy and professional-conduct standards as other students.
- Notify the Academy promptly if the approved arrangement is not working.

## 9. Questions or disagreement

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Email [accommodations@racacademy.com](mailto:accommodations@racacademy.com). If you believe a request was denied in error, reply in writing within 10 business days and include any additional information. The Academy will review the decision. This internal review does not limit any rights a student may have under applicable law.

*This document is an operational policy for the Academy. It is not legal advice and does not create a contract beyond the enrollment agreement. Laws and AAPC exam rules can change; students should confirm current AAPC accommodation procedures on [aapc.com](http://aapc.com) before registering for a certification exam.*

## Student Accommodation Request Form

*Complete and email to accommodations@racacademy.com • Keep a copy for your records*

### STUDENT INFORMATION

Full name: \_\_\_\_\_

Email / phone: \_\_\_\_\_

Course or workshop: \_\_\_\_\_

Preferred start date of accommodation: \_\_\_\_\_

### REQUEST

Describe how a condition affects your participation in class, live sessions, reading, timed practice, or academy quizzes. You may name the condition if you choose; a description of the limitation is enough.

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List the specific accommodation(s) you are requesting (examples: 50% extra time on Academy quizzes; captions on live recordings; materials 48 hours in advance).

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Have you received a similar accommodation in school, work, or another testing program? If yes, briefly describe.

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### OPTIONAL SUPPORTING DOCUMENTATION

Attach only if the need is not obvious. A one-page letter from a qualified professional, or a prior accommodation letter (IEP/504/college DSS/other exam board), is preferred. Do not attach full medical charts.

☐ Letter from a qualified professional   ☐ Prior accommodation records   ☐ Other: \_\_\_\_\_

### ACKNOWLEDGMENT

I understand this request applies only to Risk Adjustment Coding Academy courses and assessments. It does not approve accommodations for any AAPC certification exam. I understand the Academy may approve an effective alternative if the exact request is not reasonable. Information I provide will be used only to evaluate and implement accommodations.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Parent/guardian signature (only if the student is under 18): \_\_\_\_\_

Academy use only: Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Decision: ☐ Approved as requested ☐ Approved with modification ☐ Denied Notes: