

## Form for Requesting Subsequent Test Accommodations

If you have received test accommodations for an NCEES exam within the last three years and would like to request accommodations again, you must complete the Form for Requesting Subsequent Test Accommodations. This form constitutes your official notification to NCEES of a request for test accommodations. You must submit this form to receive accommodations again, regardless of any previous accommodations you have received from NCEES; that is, if you have a documented disability covered under the ADA and require test accommodations, you must notify NCEES in writing *each* time you apply to take an NCEES exam.

If you are requesting the same accommodations as previously requested, you need only complete this form. If you are requesting different accommodations, this form must be accompanied by documentation from a qualified medical or psychological professional explaining any changes in your disability and recommending appropriate accommodations based on these changes.

The deadline for submitting requests for accommodations is the same as the deadline for applying to take the exam in your jurisdiction. Contact your licensing board or testing agent for the registration dates in your jurisdiction. NCEES encourages you to submit your request and documentation well in advance of the exam registration deadline in case questions arise regarding the request or the documentation submitted in support of that request. Be sure your request contains all supporting documentation. Incomplete requests and requests received after the applicable deadline will not be considered.

Send your request for test accommodations and your supporting documentation to:

NCEES  
Attn: Special Accommodations Coordinator  
P.O. Box 541  
Alpharetta, GA 30009

**Incomplete requests or requests not received by the registration date of the requested exam may be denied. Do not include your accommodation request materials with your exam application. The address for exam applications is shown in the exam registration materials.**

## Form for Requesting Subsequent Test Accommodations

*NCEES must receive your request form and supporting documentation by the registration deadline of the exam you wish to take.*

### Please type or print.

\_\_\_\_\_ I have received test accommodations for a previous board/NCEES exam, and I am requesting the previously provided accommodations for the exam noted below.

*Submitting this form constitutes your official notification to NCEES of a request for test accommodations. Arrangements will be made once the prior accommodations have been confirmed and your request is processed.*

\_\_\_\_\_ I require different accommodations from those previously provided because of a change in the nature and extent of my disability.

*Submitting this form constitutes your official notification to NCEES of a request for test accommodations. NCEES will review your request and advise the state board to which you applied in writing of the decision.*

The state in which previous accommodation was provided: \_\_\_\_\_

Date of accommodation: \_\_\_\_\_

NCEES examination for which accommodation was provided: \_\_\_\_\_

If you are requesting different accommodations, briefly describe the change in the nature or extent of your disability and attach **documentation from a qualified medical or psychological professional** supporting the need for a change in accommodations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Candidate's name: \_\_\_\_\_

Current mailing address: \_\_\_\_\_

\_\_\_\_\_

Daytime telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Social Security number: \_\_\_\_\_

Requested exam: \_\_\_\_\_ Month and year: \_\_\_\_\_

Exam location (city and state): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail this form to:

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