

**End-of-Pathway Assessment (EOPA) Special Accommodations**  
**Referenced by: Participating Testing Agencies**

Testing Agency	Accommodations	Steps to Take to Receive Accommodations	Testing Agency Contact
<p>American Assn. of Family &amp; Consumer Sciences (AAFCS) Pre-Professional Assessment and Certification (Pre-PAC) program</p>	<p>Candidates with special needs may receive formally prescribed testing accommodations provided that the accommodations fit the scope of the online exam and do not compromise assessment security. The accommodations must be documented through the test site through Individual Education Plans (IEPs) or other similar, valid documentation. A list of commonly used accommodations/modifications (to include a provision of additional or extended testing time; large print; use of a reader; use of a non-programmable calculator; distraction-free testing location; preferential seating) and their use on the AAFCS Pre-PAC assessments are outlined in the "AAFCS Pre-PAC Guidelines Regarding Testing Accommodations and Modification" document that is available online at: <a href="http://www.aafcs.org/res/Credentialing/epac/AdminGuides/AAFCS_Pre-PAC_Guidelines_for_Accommodations_and_Modifications.pdf">http://www.aafcs.org/res/Credentialing/epac/AdminGuides/AAFCS Pre-PAC Guidelines for Accommodations and Modifications.pdf</a></p>	<p>When the test site (school) submits the Test Site Agreement to be approved as a test site, the Test Site Administrator is signing and indicating that they will abide by any documented IEP modification/accommodations. Thus, the administrator is taking responsibility for ensuring that those modifications are provided and do fit within the testing parameters. There is no separate notification needed.</p>	<p>For general questions pertaining to accommodations, contact:  Lori Myers at <a href="mailto:lmyers@aafcs.org">lmyers@aafcs.org</a>  or the:  AAFCS Pre-PAC Program (<a href="mailto:pre-pac@aafcs.org">pre-pac@aafcs.org</a>) at 703-636-7641</p>
<p>NOCTI and for the following NOCTI dispensed exams: A*S*K Institute; American Culinary Federation (ACF); and,</p>	<p>It is important to use Individualized Education Plans (IEPs) as guidelines when determining necessary accommodations for NOCTI assessments. NOCTI offers the following accommodations: Text-to-speech delivery option provides a test taker with the ability to view questions and answer choices in a larger font and to hear the questions and answer choices via a computerized voice that speaks the</p>	<p>The coordinator guide is available to all NOCTI customers and is posted at their Client Services Center, a password protected site for managing their NOCTI testing programs</p>	<p>Heidi Speese  <a href="mailto:heidi.speese@nocti.org">heidi.speese@nocti.org</a>  1-800-334-6283</p>

<p>Manufacturing Skills Standards Council (MSSC)</p>	<p>questions and the answer choices. A reader may be used to read and clarify, as appropriate, all sections of the assessment to participants who have been identified as needing this accommodation. If a participant's disability requires a large print version of the assessment, the request must be made on the order submitted to NOCTI well in advance of the assessment date (at least four weeks). Time extensions may be granted to participants whose disability makes completion of the assessment within prescribed time limits unreasonable. Time extensions for online test administrations must be requested in writing (email is acceptable) at least three business days in advance of the test administration date.</p>		
<p>Skills USA Work Force Ready System</p>	<p>Students with IEP's may receive reasonable accommodations for their special needs provided that those accommodations do not compromise assessment integrity. A reader is permitted as long as the reader is not an instructor in the assessment area being administered. The school may also use a computer reader client program of their choice. Popular reader clients that Educational Institutions use are JAWS and Window Eyes. Both are compatible with the test platform. Tests are not timed. Student may take as long as the school permits to complete the assessment. It typically takes an average of an hour to complete (50 questions per test). Tests are all on-line so large print or test booklets are not offered at this time. Schools may test in any size group. A headset is recommended for group testing. The student may take breaks; however, the test must be completed in one setting. The student should click the "Suspend Assessment" button during</p>	<p>There is no process to apply for accommodations since the school manages that part. The school needs to place the order in sufficient time for them to configure their computers for sound if that is needed. Agency requires a 48 business hour turn-around from the time the order is placed before the test is ready to access. An e-mail will be sent to the purchaser once the access is available.</p>	<p>SkillsUSA Support Desk Direct: 1-866-444-7779 <a href="mailto:support@skillconnect.org">support@skillconnect.org</a></p> <p>Once the order is placed the purchaser will receive an e-mail with instructions to access the on-line test as well as support phone numbers and other methods of help. For additional information on IEP accommodations contact our support desk or go to:</p> <p><a href="http://www.workforcereadysystem.org/testing.shtml">http://www.workforcereadysystem.org/testing.shtml</a></p>

	breaks. The "Suspend Assessment": button will allow the student to continue testing when returning from a break.		
National Registry of Emergency Medical Technicians (NREMT) First Responder Certification		Candidate needs to apply for accommodations at the following site <a href="https://www.nremt.org/nremt/about/policy_accommodations.asp">https://www.nremt.org/nremt/about/policy_accommodations.asp</a> All requests are handled individually after candidate applies for accommodations. Requests should be made four weeks prior to testing. Forms should be faxed to NREMT at 614-396-2401. Applicants will be notified via email regarding application status.	For questions, contact NREMT at 614-888-4484 and ask for the ADA Requests Department.
Federal Emergency Management Agency (FEMA) / Emergency Management Institute	The Emergency Management Institute's "Are You Ready" Assessment is an Independent Study Program. When taking the assessment, the student's	Requests for accommodations are not required to provide accommodations to students taking the "Are You Ready" Assessment. Schools should make available any special accommodations to students taking the "Are You Ready" Assessment that are referenced in the student's IEP.	FEMA Independent Study Program: 16825 S. Seton Ave, Emmitsburg, MD 21722 Office: 301-447-1200 Fax: 301-447-1201
Georgia State Board of Cosmetology Licensed Master Cosmetologist		Accommodations are provided in accordance with the Americans with Disabilities Act (ADA). Applicants with disabilities or those who would otherwise have difficulties taking the examination must contact the Georgia Board of Cosmetology for approval for special arrangements at 478-207-2240. Please ask for a copy of the ADA Accommodations form to be emailed to test candidate.	Georgia State Board of Cosmetology 237 Coliseum Drive Macon, GA 31217 478-207-2240
Certiport	Certiport may offer the following accommodations: extended testing time; a separate testing room or larger testing area; a test assistant (reader or surrogate); or the use of assistive technology or accessibility features. Requests for accommodations must be submitted in writing. Email requests are not accepted.	To request special accommodations for Certiport exams, go to following link and follow the steps outlined: <a href="https://www.certiport.com/PORTAL/desktopdefault.aspx?page=common/pagelibrary/Disabilities.htm">https://www.certiport.com/PORTAL/desktopdefault.aspx?page=common/pagelibrary/Disabilities.htm</a> To obtain a copy of the "Exam Accommodations Request Form" go to: <a href="https://www.certiport.com/Portal/common/documntlibrary/ExamAccommodationRequestForm.pdf">https://www.certiport.com/Portal/common/documntlibrary/ExamAccommodationRequestForm.pdf</a> The form must be completed and faxed to: 801-492-4160 or mailed to: 5715 W Old Shakopee	For questions, send an email to: <a href="mailto:accommodationscertiport@pearson.com">accommodationscertiport@pearson.com</a>

		Rd., Bloomington, MN 55437	
National Healthcareer Association (NHA)	Each student will be assessed on a case by case analysis.	<p>Email Nic Hestand and request the "NHA Request for Accommodations" form. Must submit all required documentations as indicated. This process can take up to 4 weeks to complete so documentation should be submitted no later than four weeks prior to testing. Go to the following link to find the Special Accommodations Request Form:  <a href="http://www.nhanow.com/Libraries/pdf/Accommodation.sflb.ashx">http://www.nhanow.com/Libraries/pdf/Accommodation.sflb.ashx</a> Forms may be submitted via fax, email or mail:</p> <p>Fax: 913-661-6241  Email: <a href="mailto:compliance@atitesting.com">compliance@atitesting.com</a>  Mail: Attn: Compliance, NHA, 11161 Overbrook Road, Leawood, KS 66211</p>	<p>Name: Nic Hestand (NHA Initial Contact Person)  Title: Certification Specialist  Telephone: 913-661-6127  Email Address: <a href="mailto:nic.hestand@nhanow.com">nic.hestand@nhanow.com</a></p> <p>Name: Lyndsey Hall  Title: CTE Certification Director  Telephone Number: 1-913-661-6525  Email Address: <a href="mailto:lyndsey.hall@nhanow.com">lyndsey.hall@nhanow.com</a></p>
NATEF	Students with special needs (i.e. students with Individual Education Plans) may receive reasonable accommodations, as defined by the school, for their special needs provided that those accommodations do not compromise test integrity. NATEF considers each school participating in the ASE Student Certification assessments to be an active partner in the test delivery process. As such, ASE expects all school staff involved in the testing program to exercise a good and reasonable effort to maintain the integrity of the testing program.	Agency does not require the school to apply for accommodations, nor does it require copies of IEPs.	<p>Wanda Bloomer  Manager, NATEF Operations  <a href="mailto:wbloomer@natef.org">wbloomer@natef.org</a>  NATEF  101 Blue Seal Dr., #101  Leesburg, VA 20175  Direct: 703-669-6642  Fax: 703-669-6125  <a href="mailto:wbloomer@natef.org">wbloomer@natef.org</a></p>
American Design Drafter Association (ADDA)	ADDA allows extra time, accommodations for English as a second language, and other ADA Accommodations as referenced on the Examination Application.	<p>Special accommodations can be requested on the Examination Application, found at the following link:  <a href="http://www.adda.org/index.php/professional/professional-certification">http://www.adda.org/index.php/professional/professional-certification</a> Once at this link, choose the application for the credential sought by the student. The type of accommodations needed should also be indicated on this Examination Application.</p>	<p>Pennie King  Programs Manager ADDA International  105 East Main Street  Newbern, TN 38059  Telephone 731-627-0802  Fax 731-627-9321 email: <a href="mailto:pking@adda.org">pking@adda.org</a> website: <a href="http://www.adda.org">www.adda.org</a></p>

Oklahoma CareerTech Testing Center	The test is not timed; therefore, additional time requested is not typically a problem. The only consideration is network security: your school's network must allow an "open" and inactive internet connection for the duration of the test. The test may be read to students. Frequent breaks and small groups are allowed as long as provisions are in place to ensure test security is not compromised (i.e. students are not allowed to visit with other students, students do not have access to curriculum or other resources, etc.). Since the test is available exclusively online and the questions are randomly ordered, there is not a booklet that can be marked. If this situation arises, testing agency will work with site administrators to come up with a workable alternative.	Accommodations that are allowed on the student's IEP are also allowed and do not require special approval or application process to implement.	Kerry Eades <a href="mailto:Kerry.Eades@careertech.ok.gov">Kerry.Eades@careertech.ok.gov</a> (405) 743-5411
Alliant Georgia Medical Care Foundation/ Nurse Aide Competency Evaluation Service (NACES)	All ADA accommodations, are evaluated on a case by case basis for the NNAAP CNA examination (both written and skills) in the state of Georgia.	To request special accommodations for the Certified Nurse Aide Program, go to the following link: <a href="http://www.asisvcs.com/publications/pdf/071121.pdf">http://www.asisvcs.com/publications/pdf/071121.pdf</a>  This document, as well as the candidate handbook, will answer any questions you may have. For additional Information regarding all ADA accommodations, see Page 9 in the GA Nurse Aide Handbook located at: <a href="http://www.asisvcs.com/indhome.asp?CPCat=0711NURSE">http://www.asisvcs.com/indhome.asp?CPCat=0711NURSE</a>  Requests should be mailed to NACES Plus Foundation, 7600 Burnett Road – Suite 400, Austin, TX 78757	Melody C. Suchowicki Senior Program Manager Health Services Pearson VUE 3 Bala Plaza West, Suite 300 Bala Cynwyd, PA 19004 Office: 610-617-5057 Cell: 484-343-2537 Fax: 610-617-9304 Email: <a href="mailto:Melody.Suchowicki@Pearson.com">Melody.Suchowicki@Pearson.com</a>  May also contact: NACES at 1-866-432-2865
Federal Aviation Administration	Accommodations for those with dyslexia are provided	If you are a dyslexic applicant, you may request approval from the local FSDO or International Field Office (IFO) to take airman knowledge test using one of the three	<a href="http://www.faa.gov">www.faa.gov</a>

		<p>options listed in preferential order:</p> <p>Option 1. Use current testing facilities and procedures whenever possible.</p> <p>Option 2. Use a Franklin Speaking Wordmaster® to facilitate the testing process. The Wordmaster® is a self-contained electronic thesaurus that audibly pronounces typed in words and presents them on a display screen. It has a built-in headphone jack for private listening. The headphone feature must be used during testing to avoid disturbing others.</p> <p>Option 3. Candidate may request a proctor to assist in reading specific words or terms from the test questions and supplement material. In the interest of preventing compromise of the testing process, the proctor must be someone who is non-aviation oriented. The proctor must provide reading assistance only, with no explanation of words or terms. When this option is requested, the FSDO or IFO inspector must contact the Airman Testing Standards Branch (AFS-630) for assistance in selecting the test site and proctor. Prior to approval of any option, the FSDO or IFO inspector must advise candidate of the regulatory certification requirement of being able to read, write, speak, and understand the English language.</p>	
<p>CIW (Certified Internet Web Professionals)</p>	<p>Any CIW exam can be delivered with special accommodations as needed. Proctors and CTC Administrator(s) can extend a student's exam time. All CIW high stakes exams are time limited. The amount of time varies per exam. Students with disabilities can have additional time to take the exam. Because exams are delivered via a web-based application, font size is controlled by the web browser, and can be adjusted for vision-impaired students. A reader for students with cognitive disorders is also fine. Group size of students taking exams is controlled directly by the proctor</p>	<p>Standard procedure for CTC Proctors is to submit an "ADA Accommodation Request form". This form is made available to CTC Proctors (upon earning their Proctor status). The form collects basic information and should be submitted 15 days before the first desired testing date. The form may be emailed to <a href="mailto:CTC.CP@CIWcertified.com">CTC.CP@CIWcertified.com</a>. The form may also be faxed to 602-794-4190. Once submitted, the CTC Administrator(s) will review and approve (or request additional documentation, if necessary). One submission of the request applies to all CIW exams (and retakes of same exams) that the student may need. All documentation regarding</p>	<p>Lisa Harnish  Director of Certification  CIW/CTP  Certification Partners, LLC  1230 W. Washington, Suite  201  Tempe, AZ 85281  602-794-4156 direct  602-794-4190 fax  <a href="mailto:lharnish@certification-partners.com">lharnish@certification-partners.com</a></p>

	as they schedule exams for their students.	ADA requests are kept in strict confidence and security, in order to protect to the student's privacy.	
Pearson VUE: Dispensing Agency for: CISCO Systems CompTIA Oracle/Sun Java	<p>Pearson VUE provides reasonable and appropriate test accommodations to individuals with documented disabilities who demonstrate a need for test accommodations. Pearson VUE test accommodations may include things such as a separate testing room, extra testing time, a reader or recorder for individuals with mobility or vision impairments and cannot read or write on their own.</p> <p>Test accommodations are individualized and considered on a case-by-case basis.</p>	<p>All special accommodations must be requested from Pearson VUE. To request special accommodations, go to the following link: <a href="http://www.pearsonvue.com/accommodations/#c">http://www.pearsonvue.com/accommodations/#c</a> Once at this link, click on "<b>Select Your Test Program</b>" and complete the necessary documents for special accommodations.</p>	<p>For questions related to special accommodations, send an email to Pearson VUE: <a href="mailto:accommodationspearsonvue@pearson.com">accommodationspearsonvue@pearson.com</a></p> <p>To inquire about the status of requested accommodations, call 1-800-466-0450.</p>
CISCO Systems; dispensed by Pearson VUE	<p>Pearson VUE provides reasonable and appropriate test accommodations to individuals with documented disabilities who demonstrate a need for test accommodations. Pearson VUE test accommodations may include things such as a separate testing room, extra testing time, a reader or recorder for individuals with mobility or vision impairments and cannot read or write on their own.</p> <p>Test accommodations are individualized and considered on a case-by-case basis.</p>	<p>To request special accommodations for CISCO exams offered through Pearson VUE, go to the following link and click on "Select Your Test Program," then find CISCO in the list of exams to see the necessary forms that must be completed and sent to Pearson VUE: <a href="http://www.pearsonvue.com/accommodations/">http://www.pearsonvue.com/accommodations/</a> Candidate must make their requests for accommodations at the time of registration.</p>	<p>For questions related to special accommodations, send an email to Pearson VUE: <a href="mailto:accommodationspearsonvue@pearson.com">accommodationspearsonvue@pearson.com</a></p> <p>To inquire about the status of requested accommodations, call 1-800-466-0450.</p>
Oracle/Sun Java; Dispensed by Pearson VUE	<p>Pearson VUE provides reasonable and appropriate test accommodations to individuals with documented disabilities who demonstrate a need for test accommodations. Pearson VUE test accommodations may include things such as a separate testing room, extra testing time, a reader or recorder for individuals with mobility or vision impairments and cannot read or write on their own.</p>	<p>To request special accommodations for Oracle exams offered through Pearson VUE, go to the following link and click on "Select Your Test Program," then find Oracle in the list of exams to see the necessary forms that must be completed and sent to Pearson VUE: <a href="http://www.pearsonvue.com/accommodations/">http://www.pearsonvue.com/accommodations/</a> Candidate must make their requests for accommodations at the time of registration.</p>	<p>For questions related to special accommodations, send an email to Pearson VUE: <a href="mailto:accommodationspearsonvue@pearson.com">accommodationspearsonvue@pearson.com</a></p> <p>To inquire about the status of requested accommodations, call 1-800-466-0450.</p>

	Test accommodations are individualized and considered on a case-by-case basis.		
CompTIA dispensed by Pearson VUE	<p>Pearson VUE provides reasonable and appropriate test accommodations to individuals with documented disabilities who demonstrate a need for test accommodations. Pearson VUE test accommodations may include things such as a separate testing room, extra testing time, a reader or recorder for individuals with mobility or vision impairments and cannot read or write on their own.</p> <p>Test accommodations are individualized and considered on a case-by-case basis.</p>	To request special accommodations for CompTIA exams offered through Pearson VUE, go to the following link and click on "Select Your Test Program," then find CompTIA in the list of exams to see the necessary forms that must be completed and sent to Pearson VUE: <a href="http://www.pearsonvue.com/accommodations/">http://www.pearsonvue.com/accommodations/</a> Candidate must make their requests for accommodations at the time of registration.	<p>For questions related to special accommodations, send an email to Pearson VUE: <a href="mailto:accommodationspearsonvue@pearson.com">accommodationspearsonvue@pearson.com</a></p> <p>To inquire about the status of requested accommodations, call 1-800-466-0450.</p>
National Institute for Metalworking Skills (NIMS)	The exams can be administered manually to fit the needs of the student. The testing agency can accommodate the student with extra time, large print, the exam may be read aloud, and the student may have breaks.	There is no application for paper exams. The machining instructor who is registered as the NIMS sponsor or the NIMS proctor at the school can send an email to <a href="mailto:support@nims-skills.org">support@nims-skills.org</a> with the student names, the corresponding exam students will take, and the date of exam to ensure a timely arrival. For students with IEPs, testing agency can send a paper copy to the NIMS registered proctor, not the instructor, prior to the examination. When the student is ready to begin, the proctor will administer the test assisting and accommodating the student as needed. The exam will be mailed to the proctor. The exam will be sealed in an envelope and should not be opened until the time of the exam. The proctor can accommodate the student as his IEP describes.	<p>For additional information, contact:  Kristie Doyle, Credentialing Specialist  <a href="tel:703-352-4971">703-352-4971 ext. 228</a>  Fax: <a href="tel:703-352-4991">703-352-4991</a>  Email address: <a href="mailto:kdoyle@nims-skills.org">kdoyle@nims-skills.org</a></p>
National Center for Construction Education and Research (NCCER)	Since NCCER Level 1 Certifications consist of End of Module exams given in the classrooms, accommodations referenced in the IEP should be utilized.	NCCER does not require any paperwork or request of documentation to offer accommodations.	<p>Allyson Butts  Assessment Manager  (386) 518-6500  <a href="mailto:abutts@nccer.org">abutts@nccer.org</a>  <a href="http://www.nccer.org">http://www.nccer.org</a></p>
National Center	The testing agency provides various	NCCT provides reasonable and appropriate	For additional information,

for Competency Testing (NCCT)	accommodations based on Individualized Education Plans (IEPs) where appropriate. Some general accommodations that are provided include: offering extra time; distraction reduced settings; written proctoring guidelines (exact script for proctor), large print; and other accommodations based on the IEP.	accommodations in accordance with the Americans with Disabilities Act (ADA, 1990) for individuals with documented disabilities who request and demonstrate the need for accommodation on a case by case basis as required by law. NCCT requires documentation to validate that the individual is covered under the ADA as a disabled individual and to allow accommodations to be specifically matched with the identified functional limitation, in order to provide equal access to test functions for all examinees. Certain job competencies may be considered so essential to the professional practice in the field that some accommodations for eligibility or testing may not be available, as determined by NCCT. Any applicants with an ADA-qualifying disability that would like approval for accommodations during certification testing must send a <i>written request</i> and supporting <i>documentation</i> , along with the NCCT application form, at least 4 weeks before the anticipated test. To see additional details regarding the written request and the requirements for appropriate documentation, go to the following link: <a href="http://www.ncctinc.com/documents/Accommodations%20Form.pdf">http://www.ncctinc.com/documents/Accommodations%20Form.pdf</a>	contact: Kathryn Kalanick <a href="mailto:Kathie@ncctinc.com">Kathie@ncctinc.com</a> 1-800-875-4404
Working in Support of Education (WISE)	This testing agency does provide specific accommodations to students with IEPs. Students are allowed extra time to complete certification exam. Readers are allowed. Calculators are allowed. Large print exams are available in paper/pencil format only. A Spanish version of the certification exam is available in paper/pencil format only. The agency will provide a Braille copy of exam to schools that currently have the software available to support Braille. Other accommodations may be available that are	Schools wishing to request accommodations from WISE should contact the agency via email or by phone five working days before the exam is to be dispensed.	For assistance, contact: David Anderson <a href="mailto:danderson@wise-ny.org">danderson@wise-ny.org</a> (212) 421-2700

	not referenced in this text.		
National Restaurant Association (NRA) Solutions (ServSafe)	The NRAEF provides reasonable accommodations to individuals with disabilities following procedures that are consistent with the <i>American with Disabilities Act, Uniform Guidelines on Employee Selection Procedures and the Standards for Educational and Psychological Testing</i> . This includes alternate test formats (e.g., oral instead of written) and test aids (e.g., readers or large-print booklets). An examinee with limited proficiency in English is permitted to hire and pay for a qualified interpreter to assist the Proctor in administering the exam for a language that is not offered.	<p>All special accommodations must be requested 10 business days prior to testing. Go to the following link to obtain a copy of the "Request for Exam Accommodations Form":  <a href="http://www.servsafe.com/downloads/pdfs/forms/exam-accomodation-form">http://www.servsafe.com/downloads/pdfs/forms/exam-accomodation-form</a>.</p> <p>This form is to be completed and submitted directly to the National Restaurant Association Solutions (NRA Solutions) by the Certified ServSafe Instructor or Registered ServSafe Proctor or organization administering the ServSafe Food Safety Manager Exam. If an examinee submits this form directly to NRA Solutions, the form will not be processed. Please fax the form to 1-866-665-9570 or to 312-583-9853. Requests are processed within five business days of receipt. The instructor/proctor will be contacted directly via email (if provided) concerning the outcome of request.</p> <p>It is not required that this form be submitted for special accommodations given to students taking the ServSafe Food Handler Certification exam. Schools should ensure that any special accommodations made available to students taking the Food Handler Certification exam are accommodations referenced in the student's IEP.</p>	For additional information regarding Special Accommodations, contact: National Restaurant Association (NRA) Solutions Customer Service: 1-800-765-2122 ext. 6703 Fax: 1-866-665-9570 Email: <a href="mailto:servicecenter@restaurant.org">servicecenter@restaurant.org</a>
Child Development Associate (CDA) Council	The Council for Professional Recognition provides reasonable accommodations for the CDA Exam, following procedures that are consistent with the <i>American with Disabilities Act</i> . Each requested accommodation is evaluated on a case by case basis. Possible accommodations may include extra time for written exam; separate room, Lip Speaker, Reader, Screen Magnifier, Recorder, Sign Language Interpreter, Trackball mouse, etc.	<p>Special accommodations must be requested far in advance of the Verification Visit and medical supporting documentation must accompany the request. Requests must be sent to the Council at the following address: Council for Professional Recognition, 2460 16<sup>th</sup> Street NW, Washington DC 20009, OR  <a href="mailto:accommodations@cdacouncil.org">accommodations@cdacouncil.org</a>.</p> <p>Candidates must receive letter of official Council approval and specific instructions before</p>	For additional information regarding Special Accommodations, contact customer services at: Customer Service: 1-800-424-4310 <b>OR</b> 202-265-9090  Email: <a href="mailto:accommodations@cdacouncil.org">accommodations@cdacouncil.org</a>

		submitting their application for certification.  Candidates approved for special exam accommodations must use the paper application.	
ESCO Institute	A translator may be used when with an EL student who may have difficulty speaking and reading English. The translator may only read the questions and answer choices. A reader may be utilized for students with an IEP that specifies the use of a reader. The reader may read the questions and answer choices to the candidate, but may not assist in answering questions. When a reader or translator is used, it is advisable that a private area is utilized to ensure test security and to ensure that no distractions occur for the student being tested.	Typically, no advanced requests are required to dispense the H.E.A.T Assessment or the EPA 608 Certification Exams. If the IEP requires that a student utilizes a paper copy of the exam as opposed to utilizing an on-line version, the proctor must contact the ESCO Institute ten business days in advance of the scheduled test date to ensure that testing materials are received in ample time before the scheduled testing date.	Special accommodations may be requested by contacting ESCO Customer Services at 1-800-726-9696. If there are questions regarding permissible accommodations, contact Renee M. Tomlinson, Director of Strategic Partnerships at 1-800-726-9696 or by email at <a href="mailto:renee@escogroup.org">renee@escogroup.org</a>
SolidWorks (Dassault Systems)	SolidWorks (Dassault Systems) only provides an accommodation of extra time. The exam is provided in ten different languages.	This accommodation can be obtained by following these steps: <ul style="list-style-type: none"> <li>• must be requested four weeks or more before the exam date;</li> <li>• test site coordinator registers to give exam and obtains tracking number for the testing event</li> <li>• test site coordinator registers student for CSWA exam (four weeks before the exam) at SolidWorks Virtual Testing Center using the school's CSWA Provider's Voucher Number;</li> <li>• the student (or test site coordinator) sets up an account at this time; the student (or test site coordinator) obtains a username, <b>BUT</b>, the student does not take the exam at this time</li> <li>• Once registered, the test site coordinator should work with Special Education Coordinator at the high school location to construct an email that will sent to the following to <a href="mailto:certification@solidworks.com">certification@solidworks.com</a></li> </ul>	See directions for requesting special accommodations. All requests should go to: <a href="mailto:certification@solidworks.com">certification@solidworks.com</a>

		<p>with the student's username.</p> <ul style="list-style-type: none"> <li>extended time up to 6 hours total will be given</li> </ul>	
MBA Research	<p>MBA Research offers several accommodation options to students with IEPs through their testing dispensing agency, WebXam, at <a href="http://www.webxam.org">www.webxam.org</a>. The accommodation options include: allowance of a reader; allowance of reader who marks student answer choices; time and a half to complete exam; double time to complete exam; or unlimited time to complete exam.</p>	<p>No advanced notice is necessary when selecting special accommodations for students with IEPs. When the proctor sets up the student account through WebXam testing portal, a special accommodations field is available from which the proctor will select the appropriate accommodation option from the menu based on the student's IEP.</p>	<p>For questions related to available accommodations for MBA Research exams, please contact Ms. Marsha Dyer at 1-800-448-0398 ext. 220 or by email at <a href="mailto:dverm@mbaresearch.org">dverm@mbaresearch.org</a>.</p>
Precision Exams	<p>Precision Exams offers the following two accommodation types to students with IEPs: additional time to complete exam and allowance of a reader. When testing one or more students with an IEP that specifies allowance of a reader; randomization of the exam can be turned off to allow the reader time to read aloud the same questions to several test takers with an IEP.</p>	<p>Special accommodations must be requested several days in advance of the scheduled testing date. To protect student privacy, the Special Education Coordinator should work with the testing site coordinator to request special accommodations for students with an IEP.</p>	<p>To request special accommodations, contact Customer Service at: (801) 653-9356.</p>
Southeast Telehealth / Hometown Health University	<p>Several accommodations are made available to students with an IEP taking Telehealth Certification examinations: Accommodations may include: allowing additional time, allowing the use of a reader; or utilizing Zoom (or Ctrl +) to allow larger print.</p>	<p>High school locations should contact Kristy Thomson at <a href="mailto:kristy.thomson@hometownhealthonline.com">kristy.thomson@hometownhealthonline.com</a> or at 561-339-5081 to request accommodations for students with an Individualized Education Plan (IEP).</p>	<p>Kristy Thomson <a href="mailto:kristy.thomson@hometownhealthonline.com">kristy.thomson@hometownhealthonline.com</a> 561-339-5081</p>
Center for Energy Workforce Development (CEWD)	<p>CEWD may offer reasonable accommodations such as larger font or a web-based reader to students with an IEP taking CEWD assessments. CEWD reserves the right to provide only those reasonable accommodations as required by law.</p>	<p>Accommodations may be requested by submitting a written explanation of need, along with appropriate documentation to Julie Strzempko at <a href="mailto:julie@cewd.org">julie@cewd.org</a>.</p>	<p>Julie Strzempko <a href="mailto:julie@cewd.org">julie@cewd.org</a> 413-575-8605</p>
W3Schools	<p>W3Schools offers the following special accommodations: screen to speech (text to speech) and allowing a reader.</p>	<p>To request special accommodations, send an email to <a href="mailto:exams@w3schools.com">exams@w3schools.com</a> once exam vouchers have been purchased and account login</p>	<p>Contact: <a href="mailto:exams@w3schools.com">exams@w3schools.com</a></p>

<p>National Academy of Sports Medicine (NASM)</p>	<p><b>In adherence with the Americans with Disabilities Act (ADA, 1990), NASM and PSI provide reasonable and appropriate accommodations for qualified disabled individuals who supply appropriate documentation. NASM follows the Principles of Fairness guidelines set forth by the Institute for Credentialing Excellence (ICE). Please note that free extensions will not be granted due to submitting a special accommodations request late (not allowing proper review and processing time of the request).</b></p> <p><b>A. Reasonable Accommodations</b></p> <ol style="list-style-type: none"> <li>1. Reasonable accommodations provide qualified individuals with the opportunity to demonstrate their knowledge, skill and ability competence on the certification exam.</li> <li>2. Reasonable requests are decided on the basis of the individual's request.</li> <li>3. Reasonable requests do not include those that fundamentally alter the integrity of the certification exam and/or the NASM credential.</li> <li>4. The most frequently approved requests involve providing the candidate with extended time, a reader, and/or a separate room at the exam location.</li> <li>5. All NASM CPT exams must be taken at a PSI facility</li> </ol>	<p>information has been provided from W3Schools.</p> <p><b>Special accommodations are provided to qualified individuals defined below:</b></p> <p><b>Qualified Individual With a Disability</b></p> <ol style="list-style-type: none"> <li>1. A "qualified individual with a disability" is one who has a disability and satisfies the requisite skill, experience, education and other requirements of the service, program, or activity of which the candidate is being measured; and, with or without accommodations, can perform the essential functions of the service, program, or activity.</li> <li>2. An essential function is one that individuals are required to perform, removal of which would fundamentally change the service, program, or activity.</li> <li>3. A person must be a "qualified individual with a disability" to be protected under the ADA, 1990.</li> </ol> <p>National Academy of Sports Medicine</p> <ol style="list-style-type: none"> <li>1. Candidates requesting reasonable accommodations must complete and return the Request for Special Exam Accommodations Form, which is available online at: <a href="http://www.nasm.org">www.nasm.org</a>. The applicant is responsible for providing all appropriate documentation in order for the request to be granted. See form at the following link: <a href="http://www.nasm.org/docs/default-source/pdf/nasm-request-for-accommodations_2014.pdf">http://www.nasm.org/docs/default-source/pdf/nasm-request-for-accommodations_2014.pdf</a></li> <li>2. Appropriate documentation includes written authentication from a licensed professional or certified specialist who diagnosed the disability and is recommending reasonable accommodations. This must be on the professional's letterhead.</li> <li>3. The documentation must detail the disability, along with the testing measures used to</li> </ol>	<p>For questions regarding special accommodations, please contact the NASM Member Services Department at 800-460-6276.</p> <p>Completed request forms should be either mailed, emailed or faxed to:</p> <p>Attn: Compliance, Ascend Learning, 11161 Overbrook Rd, Leawood KS, 66211  Email: <a href="mailto:compliance@atitesting.com">compliance@atitesting.com</a>  Fax: 913-661-6241</p>
---	---	--	---

		determine the disability and extent of the disability.	
National Restaurant Association Educational Foundation (NRAEF) (ProStart)	<p><b><u>The Association provides reasonable accommodations to individuals with disabilities following procedures that are consistent with the Americans with Disabilities Act, Uniform Guidelines on Employee Selection Procedures and the Standards for Educational and Psychological Testing. This includes alternate test formats (such as oral instead of written) and test aids (such as readers or translators). Please follow your school's guidelines when making such accommodations.</u></b></p> <p><b><u>Foreign Language Translations:</u></b> An examinee with limited proficiency in English may use a qualified interpreter to assist the educator in administering his or her exam. The interpreter must be fluent in both English and the examinee's native language. The interpreter may have no personal relationship to the examinee. The interpreter also may not interpret subjective opinions or provides clues to the examinee.</p> <p>Examinees who want to take the exam in the English are permitted to use a bilingual English native language dictionary (e.g., English-Spanish) during the exam. English-language dictionaries are not permitted.</p>	No official requests for accommodations are required by NRAEF. See underlined instructions in previous column to determine appropriate accommodations that should be provided to students with an IEP taking the National ProStart Assessments.	For questions regarding accommodations, contact the Service Center at: <a href="mailto:servicecenter@restaurant.org">servicecenter@restaurant.org</a> (800) 765-2122 ext. 6703
American Welding Society (AWS)	<p><b>Entry Level Practical Knowledge Qualification – Written Test: The practical knowledge written test is a written examination designed to show that the Entry Welder understands the subject matter presented in the program. If the trainee has special needs for learning, the test site</b></p>	AWS does not require any paperwork or request of documentation to offer accommodations.	For questions regarding special accommodations, contact:  Ivan Santa-Cruz, Education Developer Phone:305-443-9353ext. 228 Email: <a href="mailto:isantacruz@aws.org">isantacruz@aws.org</a>

	<b>coordinator/instructor shall administer the written test in the manner most suitable for the trainee.</b>		
--	--	--	--