

REQUEST FOR TESTING ACCOMMODATIONS

IMPORTANT NOTE: No special testing arrangements will be made unless the request for special arrangements is accompanied by documentation, if required, from an appropriate professional. This form must be submitted with your registration form.

1. Last Name (First 16 letters) First Name (First 8 letters) MI

2. Email Address

3. Phone Number Daytime Evening

4. Social Security Number: 5. Date of Birth: Mo. Day Year

6. Type of Exam to be Given: ☐ Clinical Skills Examination ☐ Written Examination

7. Test location for which you are registering: _____
- Test for which your are registering _____
8. Test Date: _____

9. The following modifications to the examination environment are available. Please check all modifications being requested and give a description of your specific needs in the space below. Attach additional pages if necessary.

	Seating Accommodations
	Wheelchair Accessibility
	Time Accommodations for those needing an extended examination period
	Verbal Accommodations such as text-to-speech or instructions read aloud
	Visual Accommodations such as increased font size or color contrast (provided within online system)
	Response Modifications such as assistance in ticking answer selection
	Equipment Modifications
	Other modifications List specific modifications below. Include appropriate professional documentation.

10. I understand that accommodations, as approved by the Oklahoma Department of Career and Technology Education, may be provided. My special need is verified in writing by an appropriate professional, if required. I am submitting the written verification, if applicable, and this completed Special Examination Arrangements Form with my registration form by the regular registration deadline.

Signature

Date _____



**OKLAHOMA
CareerTech**

CTTC

CareerTech Testing Center
Health and Professional Certifications Project

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What Kind Of Documentation Is Sufficient To Support A Request For Testing Accommodations?

Examples of types of documentation include:

- Recommendations of qualified professionals
- Proof of past testing accommodations
- Observations by educators (acceptable in cases of extended time, text-to-speech)
- Results of psycho-educational or other professional evaluations
- An applicant's history of diagnosis
- An IEP or Section 504 plan (We do not need to see either document. We only need an individual that has access to provide a letter stating the accommodation is documented within.)
- If requesting special instruments for an accommodation, a specialist in the field will need to provide the documentation. For example, the use of an amplified stethoscope will need a report from a hearing specialist.

As per ADA guidelines for testing accommodations, we limit our request for documentation to one item and we generally evaluate the testing accommodation request based on that document without requiring further documentation from the individual making the request.