



National Center for Competency Testing

7007 College Blvd., Ste. 385, Overland Park, KS 66211

Phone 800.875.4404; Fax 913.498.1243

Office Hours: M-Th 8:30am - 7:00pm CST

Friday 8:30 am - 5:00pm CST

Saturday 9:00am - 3:00pm CST

TE-0017

Applicant Request for Test Accommodations

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NCCT provides reasonable and appropriate 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. ADA regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. 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 written request and supporting documentation, along with the NCCT application form, at least 4 weeks before the anticipated test date, as explained below.

Requirements for the letter with the written request:

- Must be specific about the type of accommodation requested
- Must be written and submitted by the candidate, signed, and dated
- Requested test date should be included

Requirements for the appropriate supporting documentation:

- Must be typed or printed in English, legible, and current (< 3 year old)
- Must include names, credentials, and contact information of evaluators
- Must include specific, professionally recognized diagnosis for the particular category of the disability
- Must include specific diagnostic criteria and specific tests used, with test dates and detailed interpretations of results
- Must include detail about the candidate's limitations due to the disability
- Must include evidence of the candidate's functional impairment in other parts of his/her life (outside of test taking)
- Must include additional documentation from childhood if requesting an accommodation for LD, ADHD, or Dyslexia

Send your certification exam application form, your written request, and your appropriate supporting documentation (copies only, please) to:

Mailing Address NCCT
Test Accommodations Coordinator
7007 College Boulevard, Suite 385
Overland Park, KS 66211

Do NOT Submit: Document originals, résumés, outdated documents, letters from non-credentialed evaluators, or articles about disabilities. Accommodations for taking national certification exams may be different from accommodations provided in school. All accommodations allowed with an I.E.P. may not be allowed for certification testing.