



# Request for Testing Accommodations Form and Instructions

Submit your completed form and documentation to:



NBPTS Testing Accommodations Center  
Pearson  
P.O. Box 660  
Amherst, MA 01004-9008



Fax: (413) 584-7340

Materials must be received by:

Portfolio entries: **January 31**

Assessment center exercises: **April 1**

*National Board Certification  
Promotes Better Teaching,  
Better Learning, Better Schools*

## INSIDE THIS DOCUMENT

<b>Important Information</b> .....	1
<b>Contact Information</b> .....	1
<b>Applying for Testing Accommodations</b> .....	2
When to Apply for Testing Accommodations	
The Request Process	
<b>Portfolio Accommodations</b> .....	3
<b>Assessment Center Exercises Accommodations</b> .....	3
<b>Submitting Documentation for Testing Accommodations Requiring Prior Approval</b> .....	4
<b>Resolution of Requests for Testing Accommodations</b> .....	6
Notification Letter	
Scheduling Your Appointment with Approved Accommodations	
Appealing the Denial of Testing Accommodations	
<b>Testing Accommodations Request Form</b> .....	8

## IMPORTANT INFORMATION

- Check first to determine if the assessment center exercises accommodations you are requesting require prior approval (see "Assessment Center Exercises Accommodations").
- Address all requests for testing accommodations and any related questions to the NBPTS Testing Accommodations Center at Pearson (see "Contact Information").
- Submit your request for portfolio accommodations and/or your request for assessment center exercises accommodations using the Testing Accommodations Request Form found in this document. Submit the appropriate documentation to support your requested accommodations with your form. **You do not need to have a professional complete or sign any part of the request form.**
- Submit your request for portfolio accommodations by January 31 and for assessment center exercises accommodations by April 1.
- Submit a new request form each time you request accommodations. Pearson will keep your supporting documentation on file during your initial candidacy and both retake opportunities. If you submit another request form within your candidacy and retake period, you do not need to resubmit your documentation if your condition and requested accommodations have not changed. If your condition and requested accommodations are new, you must submit the supporting documentation.
- You may bring certain personal items defined as "minor comfort aids" to the assessment center to enhance your comfort during the testing session; however, you must present the items to testing staff for inspection prior to testing.

## CONTACT INFORMATION

### Your Support for Testing Accommodations

To get assistance with completing the Testing Accommodations Request Form or to inquire about the status of your request for testing accommodations, contact Pearson at:



(800) 877-4590  
Monday–Friday, 9:00 a.m.–5:00 p.m. EST  
TTY: (413) 256-8032



(413) 584-7340



NBPTS Testing Accommodations Center  
Pearson  
P.O. Box 660  
Amherst, MA 01004-9008

---

## APPLYING FOR TESTING ACCOMMODATIONS

NBPTS is committed to serving candidates with disabilities by providing services and reasonable accommodations that are appropriate given the purpose of the portfolio and/or assessment center exercises. Testing accommodations are available for candidates who meet NBPTS requirements. To request testing accommodations, follow the procedures outlined in this document.

### When to Apply for Testing Accommodations

#### Option 1: Prior to Applying for National Board Certification

You may choose to submit a request for testing accommodations before you begin the National Board Certification application process in order to determine what accommodations can be approved for you. To do so, you must complete steps one through three of the application process; however, you are not required to submit fees. In this case, there is no deadline for submission of your Testing Accommodations Request Form and required documentation.

However, any accommodations approved with your request will be valid only if you apply for National Board Certification within **one calendar year** of the date of the approval of your request. Plan accordingly to complete your National Board Certification application within one year of receiving approval for accommodations.

#### Option 2: After Applying for National Board Certification

You must meet two key deadlines for consideration of your accommodations request for the current testing cycle:

- your request for **portfolio accommodations** must be **received** by January 31.
- your request for **assessment center exercises accommodations** must be **received** by April 1.

Submit all accommodations requests to the NBPTS Testing Accommodations Center at Pearson in time to meet the appropriate deadlines. **All requests for accommodations must be reviewed and approved before you submit your portfolio entries or schedule your assessment center exercises.**

Submitting your request early will provide sufficient time to process your request and arrange for any approved accommodations.

Some accommodations have special production requirements. The NBPTS Testing Accommodations Center makes every effort to process all requests in a timely manner. The earlier you submit your request, the more time is available for specialized production.

### The Request Process

You must submit a completed Testing Accommodations Request Form to request testing accommodations. If you are requesting testing accommodations for the first time, you must also submit appropriate supporting documentation, as described in "Submitting Documentation for Testing Accommodations Requiring Prior Approval." Write your name and telephone number on each piece of correspondence you provide. The documentation is kept confidential to the extent required by law. Please be aware that Pearson may share your request form and supporting documentation with NBPTS to process your request.

Submit a Testing Accommodations Request Form each time you submit the portfolio component or take any assessment center exercises. However, you need only submit all required documentation the **first time** that you request testing accommodations. Pearson will keep your documentation on file during your initial candidacy and both retake opportunities. If you apply within that period, you need to submit only a completed Testing Accommodations Request Form if your condition and the requested accommodations have not changed. If you request new accommodations or you request accommodations for a new condition, you must submit supporting documentation.

Pearson reviews all complete testing accommodations requests and accompanying documentation that are received by the published deadline date on a case-by-case basis. In some cases, the submitted documentation may not be sufficient to make a determination regarding the requested accommodation(s) or may not support the requested accommodation(s). Pearson will notify you if you need to provide additional information or test results related to your requested accommodation.

Some testing accommodations may be available at selected assessment centers only. In such cases, Pearson will contact you directly to discuss reasonable arrangements for providing those accommodations. Once your request has been resolved, you will receive information regarding the resolution in writing. Contact Pearson if you have any questions or concerns about the resolution of your request.

After Pearson processes your Testing Accommodations Request Form and documentation and makes a determination about whether to approve your request(s), Pearson will send you a letter detailing the status of your request(s).

## PORTFOLIO ACCOMMODATIONS

You may use the Testing Accommodations Request Form to request a portfolio submission deadline extension of either 30 days or 60 days. You must submit documentation that supports the need for additional time beyond the standard time period established by NBPTS to complete the portfolio. Your portfolio extension request must be **received** no later than January 31 to allow time for NBPTS to determine whether your request may be approved. The earlier you submit your request, the earlier you will receive a response.

Refer to "Submitting Documentation for Testing Accommodations Requiring Prior Approval" for instructions on how to request testing accommodations.

## ASSESSMENT CENTER EXERCISES ACCOMMODATIONS

This section describes comfort aids and minor modifications to the testing environment that do not require approval prior to testing. Contact Pearson if you have questions about items not listed and about whether prior approval is required.

All other testing accommodations that are not described as comfort aids or minor modifications to the testing environment require prior approval. Submit your request for assessment center exercises accommodations as early as possible, but to be received no later than April 1, to allow time for NBPTS to determine whether your request may be approved. Refer to "Submitting Documentation for Testing Accommodations Requiring Prior Approval" for instructions on how to request testing accommodations.

**Comfort Aids.** You may bring certain personal items defined as "minor comfort aids" to the assessment center to enhance your comfort during the testing session; however, you must present the items to testing staff for inspection prior to testing. Bringing and using such items in the assessment center are not considered testing accommodations. No advance notice is

required, and you do not need to submit a Testing Accommodations Request Form or supporting documentation. Items considered "comfort aids" include:

- Cough drops/glucose tablets (You must unwrap all cough drops before bringing them into the testing room.)
- Eyeglasses
- Hearing aids
- Insulin pump attached to your body
- Pillow or cushion
- Tissues

You must bring your own comfort aids; these items will not be provided at the assessment center.

**NOTE:** You are permitted to take breaks to use the restroom, take medication, etc. Any time taken for these breaks is considered part of your available testing time.

**Minor Alterations to the Test Environment.** You can request some minor alterations to the test environment when you arrive at the assessment center. These alterations are not considered testing accommodations. No advance notice is required, and you do not need to submit a Testing Accommodations Request Form or supporting documentation in order to request minor alterations at the assessment center, which include:

- Adjustable chair
- Adjustment of brightness and contrast settings on the computer screen
- Changing of mouse setup from right-hand to left-hand operation
- Earplugs or headphones (to restrict noise)

**NOTE:** Access to an adjustable table is NOT included in this category. To request an adjustable table, submit a Testing Accommodations Request Form to ensure that a table is available for your scheduled testing session.

## SUBMITTING DOCUMENTATION FOR TESTING ACCOMMODATIONS REQUIRING PRIOR APPROVAL

This section describes the documentation that must accompany requests for testing accommodations requiring approval prior to testing.

**Physical Disability.** If you require accommodations other than those listed as "comfort aids" or "minor alterations" and you are requesting the accommodations due to a physical disability (e.g., visual impairment), you must

- (1) submit a completed Testing Accommodations Request Form, identifying the disability and the specific accommodations requested; and
- (2) submit a signed statement by a licensed professional, whose license or credentials are appropriate to diagnose the disability (e.g., ophthalmologist for visual impairment). This statement, which must be written on the qualified professional's official letterhead, must indicate the following:
  - (a) The disability for which testing accommodations are being requested
  - (b) The recommended test administration and/or portfolio modifications that are specifically related to the disability and are reasonable in the context of this certification test

Refer to the "NBPTS Supporting Documentation Checklist" to ensure that your documentation is complete.

**Disability Other Than Physical.** If you are requesting testing accommodations due to a disability that is not physical in nature (e.g., learning disability), you must

- (1) submit a completed Testing Accommodations Request Form, identifying the disability and the specific accommodations requested; and
- (2) submit a signed statement by a qualified professional, whose license or credentials are appropriate to describe or diagnose the disability. This statement, which must be written on the qualified professional's official letterhead, must indicate the following:
  - (a) The disability for which testing accommodations are being requested, with supporting documentation in the form of one of the following, which must be included as part of the statement or as separate documentation:
    - A full educational history with complete documentation of special education services, including other disability-related testing modifications, received within the past five years, along with the name, date, and results of the diagnostic test(s) or evaluation(s), designed for purposes other than screening, administered within the past five years, used to document the disability (test results should demonstrate a significant discrepancy in your performance and your expected capability level, and demonstrate the current functional impact of your disability)
    - or**
    - Results of a psychological, neuropsychological, or psychoeducational diagnostic test battery, designed for purposes other than screening, administered within the past five years, interpreted by a qualified professional whose license or credentials are appropriate to diagnose the condition (test results should demonstrate a significant discrepancy in your performance and your expected capability level, and demonstrate the current functional impact of your disability)
    - or**
    - Results of an evaluation interpreted by a licensed professional verifying physical abnormalities as evidenced by a computerized axial tomography (CAT) scan, magnetic resonance imaging (MRI), electroencephalogram (EEG), or brain topography mapping test administered within the past five years
    - and**
  - (b) The recommended test administration and/or portfolio modifications that are specifically related to the disability and are reasonable in the context of this certification test

**PLEASE NOTE:** If your test(s) or evaluation(s) were administered prior to the past five years, a full battery of testing may not be required. Instead, you may wish to consult a qualified professional to determine which diagnostic test(s) related to your disability would indicate the current functional impact of your disability.

Refer to the "NBPTS Supporting Documentation Checklist" to ensure that your documentation is complete.

Before submitting your Testing Accommodations Request Form and any required documentation, use the checklist below and the information above to confirm that your documentation is complete.

### **NBPTS Supporting Documentation Checklist**

Your supporting documentation must include

- a signed statement by a qualified professional, written on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability;
- a diagnosis of the disability or disabilities;
- recommended test administration modifications that are specifically related to the disability or disabilities and that are reasonable within the context of the portfolio entries or assessment center exercises.

If you are requesting testing accommodations for a disability other than a physical one, your documentation must include

- the name, date, and actual results of diagnostic test(s) designed for purposes other than screening. The diagnostic test(s) should
  - be current, i.e., completed within the past five years;
  - demonstrate a significant discrepancy in your performance and your expected capability level;
  - demonstrate the current level of functional impact of your disability.

Documentation, in itself, does not automatically support the granting of testing accommodations.

## **RESOLUTION OF REQUESTS FOR TESTING ACCOMMODATIONS**

### **Notification Letter**

After Pearson processes your Testing Accommodations Request Form and documentation and makes a determination about whether to approve your request(s), Pearson will send you a letter detailing the status of your request(s). Please review this information carefully; only approved accommodations will be available to you.

If your request is approved, you may proceed with preparing your portfolio entries or scheduling your assessment center appointment, as described in "Scheduling Your Appointment with Approved Accommodations."

If any of the testing accommodations you requested are not approved, the notification letter you receive will specify the reason the request could not be approved or will request further information required to process the request. If you have any questions about the information in this letter, contact Pearson. If additional documentation is required, you may resubmit your request form and documentation by the requested submission date in your letter.

If you have not received any notification about the status of your request within six weeks of submitting your request form and documentation, contact Pearson.

## Scheduling Your Appointment with Approved Accommodations

Assessment center exercises are administered at Pearson Professional Centers. Please do not schedule your appointment for the assessment center exercises until you have received your notification letter and have decided to test with the approved accommodations.

If you schedule your appointment before your testing accommodations request has been resolved, you will be required to reschedule the appointment in order to ensure that any approved accommodations can be appropriately applied. This could result in a delay of your desired testing date.

After your request for accommodations is approved, you must schedule your assessment center appointment with Pearson VUE by telephone. Ask to speak with the Accommodations Program Coordinator when you call.

**IMPORTANT NOTE:** If you do not indicate that you have been approved for accommodations when you call to schedule your appointment, you will be scheduled for an appointment without your approved accommodations.

Some accommodations require significant advance notice to make appropriate arrangements for necessary staff, space, and materials; therefore, you should plan accordingly and submit your request for testing accommodations as early as possible. **You are responsible for scheduling your appointment within the testing window that appears on your Authorization to Test (ATT).** Refer to the *Assessment Center Policy and Guidelines*, available on the NBPTS Web site at [www.nbpts.org](http://www.nbpts.org), for complete information about scheduling and testing at a computer-based assessment center.

## Appealing the Denial of Testing Accommodations

You may appeal the denial of some or all of your requests for testing accommodations. Before you submit an appeal, carefully review the documentation requirements for different types of testing accommodations requests in "Submitting Documentation for Testing Accommodations Requiring Prior Approval." If, after reviewing the information in this section, you still wish to proceed with an appeal of the decision, you may do so by submitting your appeal, in writing, to the address listed in "Contact Information."

The appeal should include the following information:

- Your name, address, and social security number
- The date of the appeal
- The testing window indicated on your ATT, if applicable
- Any documentation, in addition to the documentation that you submitted with your Testing Accommodations Request Form, that supports your testing accommodations requests
- A brief summary of the reasons why your testing accommodations requests should be granted
- Your signature

Submit your appeal as soon as possible. If your appeal is received in fewer than 60 days before the testing window indicated on your ATT, you may lose the opportunity to complete the process within the current testing window.

After Pearson has reviewed your appeal, Pearson will notify you as to whether your appeal has been granted or denied. All appeal determinations are subject to the approval of NBPTS, and all appeal determinations are final.

# TESTING ACCOMMODATIONS REQUEST FORM

**Mail to:**

NBPTS Testing Accommodations  
Center  
Pearson  
P.O. Box 660  
Amherst, MA 01004-9008

**Fax number: (413) 584-7340**

If you submit this form and your documentation by fax, please call Pearson at (800) 877-4590 to confirm that your faxed materials were received.

**Deadlines:**

Your request must be received by:

- January 31 for portfolio entries
- April 1 for assessment center exercises

## Candidate Information

**Name**

Last	First	Middle Initial

**Address**

P.O. Box or Street Address

--	--	--

City or Town

State

ZIP Code

**Candidate ID Number**

**Date of Birth**

--	--	--	--	--	--	--	--

Month    Day    Year

**Telephone Numbers: Daytime**

Area Code

**Evening**

Area Code

- Voice  
 TTY

**E-mail Address** \_\_\_\_\_

**Application Status:**

- Applied for National Board Certification     Have not yet applied

**Candidate Status:**

- First-time     Retake, first year     Retake, second year     Renewal

**Assessment Component for This Request:**

- Portfolio     Assessment center exercises     Both

**Certificate and Related Specialty Area** (must match the certificate and specialty area for which you apply):

<input type="checkbox"/> EC/Generalist <input type="checkbox"/> MC/Generalist  <input type="checkbox"/> EMC/Art <input type="checkbox"/> EAYA/Art  <input type="checkbox"/> EAYA/Career and Technical Education  <input type="checkbox"/> Agriculture and Environmental Science <input type="checkbox"/> Arts and Communications <input type="checkbox"/> Business, Marketing, Information Management, and Entrepreneurship <input type="checkbox"/> Family and Consumer Sciences <input type="checkbox"/> Health Services <input type="checkbox"/> Human Services <input type="checkbox"/> Manufacturing and Engineering Technology <input type="checkbox"/> Technology Education	<input type="checkbox"/> EMC/English as a New Language  <i>Path 1:</i> <input type="checkbox"/> EC/Generalist <input type="checkbox"/> MC/Generalist  <i>Path 2:</i> <input type="checkbox"/> English Language Development Specialist  <input type="checkbox"/> EAYA/English as a New Language  <i>Path 1:</i> <input type="checkbox"/> EA/Mathematics <input type="checkbox"/> AYA/Mathematics <input type="checkbox"/> EA/Social Studies—History <input type="checkbox"/> AYA/Social Studies—History <input type="checkbox"/> EA/Science <input type="checkbox"/> AYA/Science, Biology <input type="checkbox"/> AYA/Science, Chemistry <input type="checkbox"/> AYA/Science, Earth and Space Science <input type="checkbox"/> AYA/Science, Physics  <i>Path 2:</i> <input type="checkbox"/> English Language Development Specialist	<input type="checkbox"/> EA/English Language Arts <input type="checkbox"/> AYA/English Language Arts  <input type="checkbox"/> ECYA/Exceptional Needs Specialist <input type="checkbox"/> Deaf/Hard of Hearing <input type="checkbox"/> Early Childhood <input type="checkbox"/> Mild/Moderate Disabilities <input type="checkbox"/> Severe and Multiple Disabilities <input type="checkbox"/> Visual Impairments  <input type="checkbox"/> EAYA/Health Education <input type="checkbox"/> ECYA/Library Media <input type="checkbox"/> EMC/Literacy: Reading—Language Arts  <input type="checkbox"/> EA/Mathematics <input type="checkbox"/> AYA/Mathematics  <input type="checkbox"/> EMC/Music <input type="checkbox"/> Band <input type="checkbox"/> Orchestra <input type="checkbox"/> Vocal	<input type="checkbox"/> EAYA/Music <input type="checkbox"/> Band <input type="checkbox"/> Orchestra <input type="checkbox"/> Vocal  <input type="checkbox"/> EMC/Physical Education <input type="checkbox"/> EAYA/Physical Education  <input type="checkbox"/> ECYA/School Counseling  <input type="checkbox"/> EA/Science  <input type="checkbox"/> AYA/Science <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Earth and Space Science <input type="checkbox"/> Physics  <input type="checkbox"/> EA/Social Studies—History <input type="checkbox"/> AYA/Social Studies—History  <input type="checkbox"/> EAYA/World Languages Other than English <input type="checkbox"/> French <input type="checkbox"/> Spanish
---	--	--	---

(continued on next page)

## Accommodations Request Information

Identify the disability for which you are requesting testing accommodations.

---

---

---

---

---

List the specific testing accommodation(s) that you are requesting.

---

---

---

---

---

**For Portfolio Accommodations Only:** If you are requesting a deadline extension, check the appropriate box.

- Deadline extension: 30 days       Deadline extension: 60 days

## Documentation Requirements

Candidate Status and Documentation Required (check one of the following):

- I have not previously been granted testing accommodations for National Board Certification. I have enclosed appropriate documentation as described in Request for Testing Accommodations Form and Instructions.
- I was granted testing accommodations for National Board Certification prior to July 2008. (Indicate the most recent date: \_\_\_\_\_. If within your three candidacy opportunities, you do not need to resubmit documentation.)
- I have applied for testing accommodations for National Board Certification since July 2008. (Indicate the most recent date: \_\_\_\_\_. If within your three candidacy opportunities, you do not need to resubmit your documentation.)

## Candidate Signature

I certify that I am the person whose name and address appear on this form. I am submitting, together with this completed Testing Accommodations Request Form, any required documentation as noted above. I understand that all information that is necessary to process this request must be available to NBPTS sufficiently in advance of the portfolio deadline and/or assessment center administration date to provide time to evaluate and process my request for accommodations. I acknowledge that NBPTS reserves the right to make final determination as to whether any requested accommodation is warranted and appropriate. I acknowledge that any submitted information may also be used for research purposes in aggregate form and that in no case will any individual be identified by name in research studies.

I understand and agree that the testing accommodations I have requested herein will be given due consideration. If, and to the extent that, any such request is granted, I understand that I will be taking the test(s) under alternative conditions. I further understand that NBPTS reserves the right to withhold or cancel my scores if it is subsequently determined that, in the National Board's judgment, any information presented in this request or the supporting documentation is questionable, inaccurate, or used to obtain accommodations that are not necessary.

---

Signature

---

Date

Produced for the



by



© 2010 by the National Board for Professional Teaching Standards. All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, or any information storage or retrieval system, without permission in writing from the publisher.

The National Board for Professional Teaching Standards logo, National Board for Professional Teaching Standards, NBPTS, National Board Certified Teacher, NBCT, National Board Certification, Take One!, 1-800-22TEACH, Accomplished Teacher, and Profile of Professional Growth are registered trademarks of the National Board for Professional Teaching Standards.

Other marks are trademarks or registered trademarks of their respective organizations.

The National Board for Professional Teaching Standards, Inc. has been funded, in part, with grants from the U.S. Department of Education and the National Science Foundation. Through September 2008, NBPTS has been appropriated federal funds of \$177.3 million, of which \$159.5 million was expended. Such amount represents approximately 31 percent of the National Board's total cumulative costs. Approximately \$360.8 million (69 percent) of the National Board's costs were financed by non-federal sources.

The contents of this publication were developed in whole or in part under a grant from the U.S. Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Pearson and its logo are trademarks in the U.S. and/or other countries of Pearson Education, Inc. or its affiliate(s).