

# *Request for Testing Accommodations Form and Instructions*

Submit your complete form and documentation to:

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

Fax: (413) 584-7340

Requests must be received by:

Portfolio Components: January 31  
Assessment Center Testing: April 1

**NATIONAL BOARD**  
*for Professional Teaching Standards®*

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National Board for Professional Teaching Standards®

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## Important Information

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**NOTE:** If you indicate during the application process that you plan to submit a request for accommodations, you must also submit a completed Testing Accommodations Request Form and any necessary documentation by the appropriate deadline. No action will be taken regarding accommodation until the completed request form is received by the National Board Testing Accommodations Center at Pearson.

- Check first to determine if the assessment center testing accommodations you are requesting require prior approval (see "Assessment Center Testing Accommodations").
- Address all requests for testing accommodations and any related questions to the National Board Testing Accommodations Center at Pearson (see "Contact Information").
- Submit your request for portfolio accommodations and/or your request for assessment center testing accommodations using the Testing Accommodations Request Form found in this document. Submit the appropriate documentation to support your requested accommodations with your form.
- Submit your request for **portfolio accommodations by January 31** and for **assessment center testing 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 all 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" (described on page 4) 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

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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



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

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# Applying for Testing Accommodations

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The National Board 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 National Board requirements. To request testing accommodations, follow the procedures outlined in this document.

## When to Apply for Testing Accommodations

### Option 1:

You may choose to submit a request for testing accommodations before you begin the National Board Certification process in order to determine what accommodations can be approved for you. To do so, you must complete the registration process; however, you are not required to select components or submit fees (other than the \$75 registration fee). 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:

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 testing accommodations** must be **received** by April 1.

Submit all accommodations requests to the National Board Testing Accommodations Center at Pearson in time to meet the appropriate deadlines. **All requests for accommodations must be reviewed and approved before you submit materials for scoring or schedule your assessment center testing appointment.**

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 National Board 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

**NOTE:** If you indicate during the registration process that you plan to submit a request for accommodations, you must also submit a completed Testing Accommodations Request Form and any necessary documentation by the appropriate deadline. No action will be taken regarding accommodation until the completed request form is received by the National Board Testing Accommodations Center at Pearson.

If you are requesting testing accommodations for the first time, your completed request form must be accompanied by 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 the National Board to process your request.

Submit a Testing Accommodations Request Form each time you register to submit a component. 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 all 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

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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 the National Board to complete the portfolio. Your portfolio extension request must be **received** no later than January 31 to allow time for the National Board 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 Testing Accommodations

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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 testing accommodations as early as possible, but to be received no later than April 1, to allow time for the National Board 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. For a complete list of comfort aids, visit the Pearson VUE website at [www.home.pearsonvue.com/test-taker/Test-accommodations/Comfort-aids.aspx](http://www.home.pearsonvue.com/test-taker/Test-accommodations/Comfort-aids.aspx)

**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

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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 "National Board 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:



- i. 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 the current functional impact of your disability)

**OR**

- ii. 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 the current functional impact of your disability)

**OR**

- iii. 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

\*See "Documentation Currency Policy" for exceptions.

**For Individuals Whose Primary Language Is Not English.**

Candidates whose primary language is not English may request an extension of testing time equal to one and a half times the standard session length (50% Extra Time) for assessment center testing. To request additional time for this reason, you must:

1. submit a completed Testing Accommodations Request Form, listing that English is not your primary language and the request for 50% Extra Time; and
2. submit a signed statement by a qualified professional who can certify that English is not your primary language. The letter must include:
  - a. Name of professional
  - b. Position/role of professional
  - c. Amount of time that position has been held
  - d. The following statements, completed: "I have worked with and/or reviewed pertinent documentation about \_\_\_\_\_ (print National Board candidate's name and candidate ID). I certify that English is not the National Board candidate's primary language. The candidate's primary language is \_\_\_\_\_."
  - e. Signature of professional

- f. Title, Institution, telephone, fax, email
- g. Embossed school seal or notary stamp

**NOTE:** This service does not apply to World Languages tests.

### **Documentation Currency Policy**

Documentation must be considered current in order for it to be reviewed in support of a request for alternate testing arrangements. In order to be current, your documentation must:

- Be dated within the past five years

**OR**

- Document a physical condition

**OR**

- (For documentation associated with learning or cognitive disabilities) include the or evaluation results from an instrument designed to be administered to adults, that is normed for adults AND conducted no earlier than at the high school level

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

### **National Board 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

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## Notification Email

After Pearson processes your Testing Accommodations Request Form and documentation and makes a determination about whether to approve your request(s), Pearson will email 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 testing is administered at Pearson Professional Centers. Please do not schedule your appointment for assessment center testing until you have received your notification letter and have decided to test with the approved accommodations.

If you schedule your appointment before your accommodations request has been resolved, you will be required to reschedule the appointment 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 National Board website, 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 and address
- 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 the National Board, and all appeal determinations are final.



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**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

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 eligible 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 eligible 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 the National Board 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 the National Board 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 the National Board 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**

**NATIONAL BOARD**  
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**by**



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The National Board for Professional Teaching Standards, Inc. has been funded in part with grants from the U.S. Department of Education. The contents of this publication do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the sponsors.

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