

# *Request for Accommodations Form and Instructions*

**Submit your completed form and supporting documentation by accessing your [National Board account](#).** You will be required to indicate your testing accommodations request(s) and submit supporting documentation at the time of your component purchase.

**Requests for portfolio component and assessment center testing accommodations must be received by the end of the registration window.**

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

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## Important Information

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If you indicate that you plan to submit a request for accommodations during the component purchase process, you must also submit a completed Accommodations Request Form and any supporting documentation at that time. No action will be taken regarding your accommodation(s) until the completed request form and supporting documentation is received by the National Board Accommodations Center at Pearson.

Submit your completed form and supporting documentation by accessing your National Board account. You will be required to indicate your accommodations request(s) and submit supporting documentation at the time of your component purchase.

- Check first to determine if the assessment center testing accommodations you are requesting require prior approval (see "[Assessment Center Testing Accommodations](#)"). Note: you may bring certain personal items defined as "minor comfort aids" (described on page 4) to the assessment center for your comfort during the testing session; however, you must present the items to testing staff for inspection prior to testing.
- Submit all requests for accommodations and any supporting documentation to the National Board Accommodations Center through your [National Board account](#).
- Submit your request for portfolio accommodations and/or your request for assessment center testing accommodations using the [Accommodations Request Form](#) found in this document. Be sure to submit the appropriate documentation to support your requested accommodations with your form. **Accepted file types include Google documents, Word documents, and PDFs.**
- Submit your request for portfolio and/or assessment center testing accommodations **by the registration deadline**. Visit the [Candidate Center](#) for Important Dates and Deadlines.
- You will be required to submit a new request form for each component each time you request accommodations. The Accommodations Center will keep your supporting documentation on file during your initial candidacy and all retake opportunities. You do not need to resubmit your documentation if your condition and requested accommodations have not changed. If your condition and/or requested accommodations are new, you must submit the supporting documentation.

# 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. To request testing accommodations, follow the procedures outlined in this document.

## When to Apply for Accommodations

Your request for portfolio and/or assessment center testing accommodations **must be received by the registration deadline of the current cycle year, at the time of component purchase. All requests for accommodations must be reviewed and approved before you submit material 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. Please allow 6-8 weeks for review of your request. Some accommodations have special production requirements. The 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

Submit your request for accommodations and all supporting documentation in your [National Board account](#) when you purchase the component for which you are requesting the accommodation.

If you are requesting accommodations for the first time, you must submit supporting documentation, as described in "[Documentation for Accommodations Requiring Prior Approval](#)." The documentation is kept confidential to the extent required by law. **Please be aware that the Testing Accommodations Center may share your request details and supporting documentation with the National Board to process your request.**

Each time you purchase a component, you will need to submit a request for accommodations. However, you need only submit all required documentation the **first time** that you request testing accommodations. The Accommodations Center will keep your documentation on file during your initial candidacy and all retake opportunities. If you apply within that period, and your condition and requested accommodations have not changed, you may submit the accommodation request form without documentation. If you request new accommodations or you request accommodations for a new condition, you must submit supporting documentation.

Pearson reviews all complete accommodations requests and accompanying documentation that are received by the registration deadline 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). The Accommodations Center will notify you via secure message in your [National Board account](#) 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.

After the Accommodations Center processes your Accommodations Request Form and documentation and makes a determination about your request(s), they will send you a secure message detailing the decision(s). Contact the Accommodations Center if you have any

questions or concerns about the resolution of your request. Contact information can be found at the bottom of the secure message and in the "[Contact Information](#)" section of this document.

### The Request Process Overview:

1. Review the "[Documentation for Accommodations Requiring Prior Approval](#)" section below and collect any necessary documents.
2. Submit your completed Accommodations Request Form and any required supporting documents **when you purchase your component**.
3. Check your secure messages in your [National Board account](#) for your resolution of your request.
4. Follow the instructions provided in your resolution email to schedule an appointment at an assessment center.

## Portfolio Accommodations

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You may 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. Refer to "[Documentation for Accommodations Requiring Prior Approval](#)" for instructions on how to request testing accommodations.

## Assessment Center Testing Accommodations

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Some comfort aids and minor modifications to the assessment center testing environment do not require approval prior to testing. All other testing accommodations that are not described below 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 to allow ample time for the National Board to review your request(s) and make all appropriate arrangements so that you will be able to test in your preferred testing date range. Refer to "" for instructions on how to request testing accommodations. Contact Pearson if you have questions about items not listed and about whether prior approval is required.

**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 but are not limited to:

- cough drops/glucose tablets (cough drops must be unwrapped and not in a bottle/container)
- eyeglasses
- hearing aids
- insulin pump attached to your body and be inaudible. If the device makes noise, then the candidates must apply and be approved for an accommodation.
- pillow or cushion

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

**NOTE:** You are permitted to take unscheduled 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 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 workstation is NOT included in this category. To request an adjustable workstation, submit a Testing Accommodations Request Form to ensure that a workstation is available for your scheduled testing session.

### **Accommodations for Nursing Mothers\***

Nursing mothers who need to make arrangements for bringing specialized equipment or storage materials should follow the Testing Accommodations process outlined above under "The Request Process" to ensure prior approval and the ability of a test center to meet your specific needs. Please note the following:

- Children will not be allowed in the testing center or into the secure testing room.
- You will not be able to leave the test center once testing has begun.
- Time taken for breaks is considered part of your available testing time.
- The Pearson VUE Scheduling Team will identify test site(s) at which the request may be accommodated.

\*We do not require supporting documentation specifically for the Nursing Mother Accommodation as it does not fall under the category of a disability, but it does require prior approval each time an assessment center test is attempted and must follow the accommodations request process by completing the Accommodations Request Form at the time of Component purchase.

## **Documentation for Accommodations Requiring Prior Approval**

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

### **Documentation Requirements for a Learning or Cognitive Disability**

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

- submit a completed Accommodations Request Form, identifying the disability and the specific accommodations requested, and
- 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.

### **Documentation Requirements for All Other Disabilities or Health Conditions**

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:

- submit a completed Accommodations Request Form, identifying the disability and the specific accommodations requested, and
- 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:
  - the disability for which testing accommodations are being requested
  - 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.

\*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 only. To request additional testing time for this reason, you must:

NOTE: While a deadline extension for components 2-4 due to English not being a primary language is not a standard accommodation, a deadline extension may be requested if you have a documented disability.

- submit a completed Accommodations Request Form, listing that English is not your primary language and the request for 50% Extra Time, and
- submit a signed letter by a qualified professional who can certify that English is not your primary language. The letter must include:
  - Name of professional
  - Position/role of professional
  - Amount of time that position has been held
  - A certification that the National Board candidate's primary language is not English. The professional must confirm he/she has either worked with or reviewed pertinent documentation about the candidate.
  - Professional statement listing the candidate's primary language
  - Title, institution, telephone, fax, email
  - Embossed school seal, notary stamp, or presented on official institution letterhead

**OR**

- (for individuals born outside of the United States, in a country where English is not the primary official language) a copy of your birth certificate, visa, passport or Certificate of Naturalization.

### **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 permanent disability,

**OR**

- (for documentation associated with learning or cognitive disabilities) include the test 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 Accommodations Request Form and any required documentation, use the National Board Supporting Documentation Checklist below and the information above to confirm that your documentation is complete.



## 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, and
- recommended test administration modifications that are specifically related to the disability or disabilities and that are reasonable within the context of the assessment center exercises, recommended portfolio submission extension (30- or 60-days) as it relates to the diagnosis or disability. **Please note:** A recommendation for extended testing time will not be accepted for a portfolio extension.

Additionally, if you are requesting testing accommodations for a Learning or Cognitive Disability, 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:
  - meet the Documentation Currency Policy,
  - demonstrate a significant discrepancy in your performance and your expected capability level, and
  - demonstrate the current level of functional impact of your disability.

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

## Resolution of Requests for Accommodations

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### Notification Message

After the Testing Accommodations Center processes your Accommodations Request Form and documentation and makes a determination about your request(s), they will send you a secure message in your [National Board account](#) 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 message 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 the Accommodation Center at Pearson. If additional documentation is required, the National Board Testing Accommodation Center at Pearson will send you a secure message in your [National Board account](#) detailing the request. You may resubmit your request form and any additionally requested documentation by attaching it in your response to the secure message.

If you have not received any notification about the status of your request within six weeks of submitting your request form and documentation, [contact the National Board Accommodations Center at Pearson](#).

### Scheduling Your Appointment with Approved Accommodations

Assessment center testing is administered at Pearson Professional Centers. You will not be able to schedule your appointment for assessment center testing until you receive a final ruling on your requested accommodations.

**If you did not indicate your desire for accommodations when purchasing a component in your National Board account, you must [contact the National Board's Customer Support Team for assistance](#) before scheduling a testing appointment or submitting your portfolio(s) for scoring or you will not be eligible for the desired accommodation(s).**

Some accommodations require you to schedule your assessment center appointment with Pearson VUE by telephone. After your request for accommodations is approved and you click on the button to schedule your exam from your National Board account dashboard, the VUE system will display your accommodations and instruct you to schedule your assessment center appointment with Pearson VUE by telephone if necessary. Ask to speak with the Accommodations Scheduling 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 established testing window for your assessment cycle.** Refer to the [Component 1: Content Knowledge 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 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 "[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 below:

National Board Testing Accommodations Center  
Pearson  
300 Venture Way  
Hadley, MA 01035

The appeal should include the following information:

- your name and address
- the date you are submitting the appeal
- any additional documentation that supports your accommodations request(s)
- a brief summary of the reason(s) why your testing accommodations request(s) should be granted
- your signature

Submit your appeal as soon as possible and no later than two weeks prior to the close of the Component 1 testing window or the Component 2-4/MOC submission window. If your appeal

is received in fewer than 60 days before the established testing window for your assessment cycle, you may lose the opportunity to complete the process within the current testing window.

After the Testing Accommodations Center has reviewed your appeal, they 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.

## Contact Information

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For assistance completing the Accommodations Request Form or to inquire about the status of your request for accommodations, contact the National Board Testing Accommodations Center at Pearson Monday – Friday between 9:00 a.m. and 5:00 p.m. EST at 1(800) 877-4590. You may also leave a voice message. We will return all voice messages within 48 business hours.

If you are instructed to schedule your assessment center appointment by telephone, call Pearson VUE Customer Service at (888) 288-3028 Monday–Friday, 7:00 a.m.–7:00 p.m. Central time (excluding holidays). **Ask to speak to the Accommodations Scheduling Coordinator.**

# Accommodations Request Form

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## Submit Your Request Online:

Submit this form and your supporting documentation when you purchase the component you are requesting accommodation(s) for in your [National Board account](#).

## Deadlines:

**Your request must be received by the close of the registration window annually.**

## Candidate Information

### Name

Last	First	Middle Initial

### Address

P.O. Box or Street Address																								
City or Town																		State			ZIP Code			

### National Board ID Number

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### Date of Birth

Month	Day	Year				

### Telephone Number: Daytime

Area code								

### Evening

Area code								

Email Address (print clearly) \_\_\_\_\_

Application Status:     Applied for Nation Board Certification                       Have not yet applied

Candidate Status:     First Time       Retake                                               Maintenance of Certification

Component:               Portfolio       Assessment Center Testing       Both

Certificate and Specialty Area (if applicable) \_\_\_\_\_

## Accommodations Request Information

**For Individuals Whose Primary Language Is Not English.** Candidates whose primary language is not English may check the box below to request an extension of testing time equal to one and a half times the standard session length (50% Extra Time) for assessment center testing only. If you do not intend to request testing accommodations on the basis of a disability, please skip to the "Documentation Requirements" section.

**NOTE:** While a deadline extension for components 2-4 due to English not being a primary language is not a standard accommodation, a deadline extension may be requested if you have a documented disability.

I certify that English is not my primary language.

Identify the disability for which you are requesting testing accommodations.

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

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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\*

\*A deadline extension may **ONLY** be requested if you have a documented disability.

## Documentation Requirements

Check one of the following:

- I have not previously been granted accommodations for National Board Certification or am requesting new accommodations not previously approved. I have enclosed appropriate documentation as described in *Request for Accommodations Form and Instructions*.
- I have been approved for accommodations for National Board Certification in the past. The accommodations I am requesting, and my condition have not changed. 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.

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Signature

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Date

**Produced for**

**NATIONAL BOARD**  
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**by**



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