

**REQUEST FOR TESTING ACCOMMODATIONS – DOCUMENTATION PREVIOUSLY APPROVED
WITHIN THE PAST THREE YEARS**

A completed *Request for Testing Accommodations* form and required supporting documentation must be received at the same time as your certification application. Applications received without such documentation will be processed **WITHOUT** testing accommodations. A request for testing accommodations cannot be processed after an examination window has been assigned.

NOTE: Candidates who have previously submitted their official documentation and have previously been assigned testing accommodations by the ARRT (within the past three years) need not submit new documentation. You **MUST**, however, complete this form and mail it with your re-certification application and examination fee.

Documentation of a disability, as defined by the Americans with Disabilities Act (ADA), **MUST** be provided. [For the required documentation, please refer to the General Guidelines for All Disabilities and, where applicable, the Guidelines for Learning Disabilities and/or Guidelines for Attention-Deficit/Hyperactivity Disorder (ADHD)].

Please document your need for testing accommodations as completely as possible and attach the following to your certification application:

1. A signed and completed copy of this *Request for Testing Accommodations* form.
2. The appropriately qualified professional evaluator's report within the past three years (an original on official letterhead, signed by the evaluator; copies not accepted). See General Guidelines.
3. Any primary documentation necessary to support or supplement the professional evaluator's report (e.g., teacher notes, behavioral observations, medical records, lab reports, etc.). Copies accepted.
4. Your personal statement describing your disability and its impact on your daily life and educational functioning. Do not confine your comments to standardized test performance; discuss your overall functioning.

Submission of incomplete or illegible request forms and/or insufficient supporting documentation slows the processing of your request. Your application cannot be processed until all supporting documentation is received by ARRT.

Information regarding the granting or denial of testing accommodations is not released via telephone. All ARRT communications regarding your request will be made in writing. To modify or withdraw a request for testing accommodations, please contact the ADA Coordinator at 651-687-0048, ext. 3155.

Name: _____ **ARRT ID#:** _____

SS#: _____ **Birth Date:** _____

Address: _____

Daytime Phone #: _____ **Home Phone #:** _____

Official ADA Disability Diagnosis: _____

Accommodation(s) Requested:

_____ Extra Time	_____ Audio Tape
_____ Separate Room	_____ Other _____

Signature: _____