



NATIONAL INSTITUTE FOR CERTIFICATION IN ENGINEERING TECHNOLOGIES®

sponsored by the National Society of Professional Engineers

1420 King Street , Alexandria VA22314-2794 | 1-888-IS-NICET

www.nicet.org

REQUEST FOR TESTING ACCOMODATIONS

(For In-person Testing at Pearson Vue Locations only, not valid for remote proctoring)

It is NICET's policy to comply with the provisions of the American with Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA). The ADA prohibits discrimination against individuals with disabilities in employment, transportation, public accommodation, communications, educational environments, and governmental activities – including certification testing. Reasonable accommodations, in compliance with ADA will be determined by NICET based on information provided by the test applicant and qualified experts. Additional medical information may be required for NICET to approve the requested accommodation. All medical-related information shall be kept confidential. Once an appropriate accommodation(s) is/are approved, NICET will contact the test applicant and provide specific instructions to schedule a test appointment(s). NICET score reports do not include any specifics about the applicant's disability, or any accommodation provided, nor any disclaimer indicating that accommodations were provided.

NICET has long provided testing accommodations to applicants with disabilities in compliance with the requirements of the Americans with Disabilities Act. In this regard, NICET has adopted the following procedures for responding to requests from test applicants for testing accommodations:

1. Requirements and procedures for any testing accommodation must ensure fairness for all applicants, both those seeking accommodation and those testing under standard conditions.
2. Accommodations must be consistent with ADA requirements; and be appropriate and reasonable for the individual's documented disability.
3. Accommodations must not result in an undue burden upon the applicant nor NICET, as the term is used under the ADA; nor fundamentally alter that which the test is designed to measure.
4. Documentation of the disability must be current (within the past five years) and be provided by a licensed or qualified professional, on official letterhead, who has examined the applicant and diagnosed a disability which reasonably limits the applicant's ability to complete the NICET certification testing process. Documentation must describe the applicant's disability(ies), one or more recommended accommodations to remedy the diagnosed disability(ies), and the rationale for requesting the accommodation(s). The recommended accommodation(s) must be specific. For example, "extended time" or "unlimited time" is not sufficient. If additional time is warranted to accommodate the applicant's disability, the recommended amount of additional time must be indicated, such as an extra thirty minutes, time and one-half, etc. Other accommodations available, but not limited to are - separate testing rooms, readers, and writers.

Accommodations History

To support your request for accommodation, please attach a copy of any previous documentation (such as a letter, statement, or school record) which establishes that you previously received such testing accommodations.

If you have taken an examination in connection with educational coursework as a student, qualification for employment, professional certification or licensure offered by an other organization, etc. and received accommodations, please respond to the statements which follow:

- ☐ I was given accommodations for examinations as recently as _____ (mm/dd/yyyy).
- ☐ I was given accommodations for examinations as follows:

- ☐ I was given extra time (amount of extra time allowed _____) to take the examination(s) but needed no other accommodation(s).
- ☐ I took my examination(s) with the assistance of a reader and/or writer.
- ☐ I took my examinations with access to a private room.
- ☐ I was given permission to utilize medical devices and/or take medications during the examination (for example, monitor blood sugar and administer insulin, use breathing inhalers, etc.) as follows:

If accommodations were provided other than described above, please provide a brief description of the accommodation(s) provided (if more room is needed – please attach additional sheets):

NICET examinations are administered in locations that are barrier free, and wheelchair accessible. To ensure accessibility and any other physical accommodations needed, please describe your physical impairment and accommodations being requested (if more room is needed – please attach additional sheets):

Other Functional Limitations

If your disability is other than one of those previously described and/or will require extra testing time or other arrangements, please describe the limitation (s) and your need(s) (if more room is needed – please attach additional sheets):

I certify that the information that I am submitting with this request is true and accurate to the best of my knowledge and ability.

Name

Daytime Telephone Number

Email Address:

Date of request:

Return this completed form to test@nicet.org. For the purpose of **electronic** processing, your **electronic** submittal constitutes as your signature, and you are agreeing to all NICET policies and procedures when submitted.

Please note total processing time for requesting testing accommodations may take up to ten (10) business days.