

**ACCOMMODATIONS REQUEST FORM**

Please make sure all sections are complete before submitting the request form. FSBPT will review your documentation and let you know if any additional information is required.

Accommodation requests, including all supporting documentation, must be submitted to FSBPT no later than the [Registration and Payment Deadline](https://www.fsbpt.org/Secondary-Pages/Exam-Candidates/National-Exam-NPTE/Dates-and-Deadlines) for the exam you want to take. Documentation received after the deadline will be considered for a future exam.

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FSBPT ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 1.** Please indicate the testing accommodation(s) you are requesting:

\_\_\_\_\_\_\_\_\_Extended Time: Standard Time + 50% (Time and a Half)
\_\_\_\_\_\_\_Extended Time: Standard Time + 100% (Double Time)
\_\_\_\_\_\_\_Extended Time: Additional 30 Minutes
\_\_\_\_\_\_\_Scribe\*
\_\_\_\_\_\_\_Reader\*
\_\_\_\_\_\_\_Separate room
\_\_\_\_\_\_\_Zoom Text

\_\_\_\_\_\_\_Other (specify)

*\**Note*: These accommodations are automatically approved with a private room.*

Have you received the accommodations requested above, or other accommodations, in any of the following settings (check all that apply).

\_\_\_\_\_\_\_\_\_High School
\_\_\_\_\_\_\_Undergraduate Degree Program
\_\_\_\_\_\_\_Graduate Degree Program
\_\_\_\_\_\_\_Another High-Stakes Exam (e.g., SAT, etc.)

\_\_\_\_\_\_\_Other (specify)

**Part 2.** *Rationale***.** Provide a specific rationale for each accommodation you are requesting. You may also write a personal statement and attach that to your request.

Accommodation requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Rationale: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accommodation requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Rationale: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accommodation requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Rationale: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Accommodation requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Rationale: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 3.** Gather supporting documentation as outlined in the [FSBPT Documentation Guidelines](https://www.fsbpt.org/portals/0/documents/exam-candidates/AccommodationsGuidelines.pdf).

# Submit your Request

Securely upload your documentation directly to FSBPT at [www.fsbpt.org/adadocs](http://www.fsbpt.org/adadocs). To safeguard your privacy, we ask that you not send documentation via email.

If you are unable to upload your request, please contact us at accommodations@fsbpt.org.

You can expect a decision on your request in approximately ten business days. FSBPT will communicate your decision via email.

FSBPT may, at its own discretion, pay for independent expert review of your request.

**Privacy Policy**

All accommodation requests are confidential and will be treated as such in compliance with FSBPT’s privacy policy. FSBPT will only release personal and/or personal health information to authorized persons or organizations, on a confidential, need-to-know basis, specifically for the purposes of reviewing and making decisions regarding accommodations requests. This may include selected FSBPT staff as well as contracted external disability experts. Accommodations-related documentation will not be released to any third party (except contracted experts) without the candidate’s express written consent. Accommodations requests and supporting documentation are considered personal health information, and as such, are not kept with other academically-related information. Complete information on FSBPT’s privacy policy can be found [here](https://www.fsbpt.org/Privacy-Policy).