**ACCOMMODATIONS APPEAL FORM**

You may appeal an accommodations decision if any of your requested accommodations were not approved. Complete the information below. **All appeals must be received by FSBPT within seven (7) days of the date on which you received FSBPT’s original decision on your request**. Your appeal will be reviewed by a neutral third-party medical professional with expertise that is appropriate to your impairment(s).

**Appeal requests are generally more effective if they include:**

* A specific reason for appeal
* Additional documentation beyond what was included with the original request

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

All additional supporting documentation (if any) must be submitted to FSBPT with this form within seven (7) days of the FSBPT decision notification on your original request.

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

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

Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FSBPT ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Part 1.** Please indicate which testing accommodation(s) you requested on your request form that were not granted:

\_\_\_\_\_\_\_Extended Time: Additional 30 Minutes

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

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

**Part 2.** Please explain your reason(s) for appealing. You may attach an additional sheet if necessary:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 3:** Additional supporting documentation: Please refer to the [FSBPT Documentation Guidelines](https://www.fsbpt.org/portals/0/documents/exam-candidates/FSBPT%20Accommodations%20Guidelines%202025.pdf) and, if you would like to do so, include any additional documentation that you would like considered in support of this appeal.

**Part 4: Submit Your Appeal**

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](mailto:accommodations@fsbpt.org).

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

**Privacy Policy**

All accommodation requests are confidential and will be treated as such in compliance with FSBPT’s privacy policy. FSBPT will only release your accommodations-related personal 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, contracted external disability experts, our outside attorneys, or federal or state courts or agencies. Accommodations-related documentation will not be released to any other third party without the candidate’s express written consent. Complete information on FSBPT’s privacy policy can be found [here](https://www.fsbpt.org/Privacy-Policy).