

POLICY

Special Exam Accommodation

- a.** Applicants with disabilities may request special accommodation(s) to write the ASET PPE, Certification Exam or the NPPE. Applicants must request special accommodation(s) at the time of application and at least seven weeks prior to the exam registration deadline date.
 - i.** Documented evidence of the applicant's disability must be submitted to ASET before a special accommodation request will be granted (e.g., a formal detailed diagnosis of the specific disability from an appropriate professional and supporting documentation citing the need for exam accommodation(s) and what accommodation(s) the applicant has received in the past).
 - ii.** ASET will review the applicant's request for accommodation(s) to determine if the request can be supported. Depending on the applicant's needs, ASET may modify exam administration conditions, including exam setting, exam presentation, or the addition of individuals to the exam (e.g., readers, scribes). Each request will be reviewed on a case-by-case basis.
 - iii.** ASET will cover the costs of approved special accommodations for the first attempt of the ASET PPE, Certification Exam and the NPPE.
 - iv.** If the applicant fails the first attempt(s), the applicant will be responsible for the special accommodation costs associated with any further exam attempts. Applicants must pay all associated fees at the time of application and/or at least seven weeks prior to the exam registration deadline date.
- b.** Internationally trained applicants who may need more than the allotted time when writing the PPE and/or ASET Certification Exam, may request additional time for writing the exam by completing and submitting this form to ASET. Applicants must request special accommodation(s) at the time of application and at least seven weeks prior to the exam registration deadline date.
 - i.** Applicants must submit the results of the English language competency proficiency to ASET before this special accommodation request will be granted.
 - ii.** ASET will review the applicant's request for accommodation(s) to determine if the request can be supported. Each request will be reviewed on a case-by-case basis.
 - iii.** ASET will cover the costs of approved special accommodations for the first attempt of the ASET PPE, Certification Exam and the NPPE.
 - iv.** If the applicant fails the first attempt(s), the applicant will be responsible for the special accommodation costs associated with any further exam attempts. Applicants must pay all associated fees at the time of application and/or at least seven weeks prior to the exam registration deadline date.



APPLICATION FOR EXAM ACCOMMODATION

All information in this form will be kept confidential and will be used for internal purposes only.

Applicant Information

Details of Special Request

Explain why you are requesting special accommodation to write the PPE and/or ASET Certification Exam. Include as much detail as possible so that ASET has sufficient information to review your request.

Declaration

"I certify that the information provided on this form is complete, true, and accurate to the best of my knowledge."

OFFICE USE ONLY

 REQUEST ACCEPTED **REQUEST DENIED**