

CPA Examination Services

Testing Accommodations Request Form

The following instructions are for candidates requesting testing accommodations for the Uniform CPA Examination as a candidate in any of the following jurisdictions:

Alaska, Colorado, Connecticut, Delaware, District of Columbia, Georgia, Guam, Hawaii, Indiana, Iowa, Kansas, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, New York, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Utah, Vermont, Washington, and Wisconsin

If your jurisdiction is not listed, then you must contact your state board of accountancy directly to request testing accommodations.

CPA Examination Services (CPAES) complies with the Americans with Disabilities Act (ADA) of 1990, including changes made by the ADA Amendments Act of 2008 (ADAAA) and related regulations. To ensure equal opportunity for all qualified persons, CPAES will make reasonable accommodations for applicants with disabilities. Applicants are responsible for any costs incurred in obtaining the required diagnosis and recommendation. CPAES will pay for any reasonable accommodations which may be approved.

The following information is provided to ensure qualifying individuals applying for the Uniform CPA Examination are protected under the ADAAA. All requests submitted through the Testing Accommodation Request Form will be evaluated by CPAES to determine the following:

- The applicant has a disability as defined by the ADAAA
- There is a current need for testing accommodations
- The requested accommodations can be provided

All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted.

Disability Documentation Guidelines

The following guidelines describe the necessary components of acceptable evidence required to validate a disability and the current need for testing accommodations. A prior history of accommodations, without demonstration of a current need, will not necessarily warrant approval of testing accommodations. To avoid unnecessary delays, ensure the submission of all information and documentation is in accordance with these guidelines.

Qualified individuals with disabilities are required to request accommodations at least six weeks before their expected exam date. This allows time for the request to be evaluated and processed, and for CPAES to arrange for reasonable accommodations and services to be delivered on the day of the exam. Consequently, it is in the applicant's best interest to provide recent and appropriate documentation that clearly defines the extent and impact of the disability upon current levels of mental and physical functioning.

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- The request for accommodations and supporting documentation should provide evidence of a substantial limitation to physical or mental (academic) functioning. All submitted documentation must be in English or translated into English by a certified translation agency.
- Clinical evaluations must be performed by a licensed/certified or otherwise qualified professional with credentials appropriate to diagnose and treat the disability (i.e., physician, psychologist, or specialist). Information about the qualified professional's area of specialization and professional credentials, including certification and licensure, should be clearly delineated in the documentation that is provided with your request.
- Documentation must be submitted on official letterhead, from a licensed or qualified professional who has examined the applicant and diagnosed either physical or mental impairment. Depending on the nature of the disability and written evaluation, documentation may include a letter from a physician or a detailed report.
- Documentation should be no more than three years old.
- Disability documentation must be detailed and specific. Documentation for all disabilities should describe the extent of the disability, the criteria for the diagnosis, the diagnosis, the type and length of treatment and the recommended accommodation. Terms such as "problems," "deficiencies," "weaknesses," "differences" and "learning disability" are not the equivalent of a diagnosed specific disability (such as ADHD, Dyslexia, Multiple Sclerosis, etc.).
- Documentation must provide evidence of a substantial current limitation to physical or mental functioning.
- For a temporary disability, the documentation should clearly indicate the impact of the disability as well as the anticipated length of the recovery.
- For invisible (mental) disabilities, the following areas should be assessed:
 - Ability: The Weschler Adult Intelligence Scale IV (WAIS-IV), with its subtests can be included as a standard measure of overall intelligence. Your WAIS-IV should only be one component of a full documentation report. Other adult intelligence scales or assessments may be deemed acceptable in lieu of the WAIS-IV. Consult a qualified professional for additional information.
 - Achievement: Current levels of academic functioning in relevant areas, such as reading (decoding and comprehension), mathematics, and oral/written language are relevant to determining whether there is a current need for accommodations. The tests submitted should be standardized and valid for use in an adolescent/adult population. Consult a qualified professional for additional information.
 - Processing Skills: Other tests in processing areas may warrant evaluation as indicated by the tests above. These areas include information processing, visual and auditory processing, and processing speed.

These suggested tests are not meant to preclude assessment in other relevant areas, such as psychological status or vocational skills.

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Additional Information

- CPAES must approve any modification to the exam administration. Approvals are made on a case-by-case basis. You will be notified of the accommodation decision by email. Please allow 3-4 weeks' processing time for electronic submissions and up to 6 weeks for mailed submissions. You may contact CPAES by email or phone to check on the status of your request.
- To schedule the exam with your approved testing accommodations, you must first receive a Testing Accommodations Notice to Schedule (NTS) from NASBA. You may schedule your exam date online at www.prometric.com/exams/CPA. Your approved accommodations will appear in Prometric's online scheduling system only if they appear on your NTS. There are a few accommodations that preclude you from online scheduling, and other restrictions may apply. To schedule by phone, call 1-800-967-1139. Refer to the Candidate Guide for additional information.

When is it necessary to submit this form and your supporting documentation?

- If this is the first time you are submitting a request, or if it has been over three years since you took a section of the exam with accommodations, submit the Testing Accommodation Request Form along with supporting documentation.
- If you have been previously approved for accommodations but have not taken any sections of the exam within the last year, you are only required to submit the Testing Accommodation Request Form.
- If you have been previously approved for accommodations and have taken a section of the exam with accommodations within the last year, you are not required to submit the request form or supporting documentation.
- Be documented on official letterhead from a licensed or certified health professional appropriate for diagnosing and treating the specific disability
- Include a recommendation for the specific accommodation with current and detailed documentation supporting the request
- Provide evidence that similar accommodations have been made for the applicant in other educational or testing situations or in employment settings or describe why no such accommodation was provided in the past but is now required.

