

End-of-Pathway Assessment (EOPA) Special Accommodations
Referenced by: Participating Testing Agencies

Testing Agency	Accommodations	Steps to take to receive accommodations	Agency contact
<p>American Assn. of Family & Consumer Sciences (AAFCS) Pre-Professional Assessment and Certification (Pre-PAC) program</p>	<p>Accommodations/modifications that are documented through individualized education plans –IEPs (or other similar documentation) within the school are allowed on the credentialing exam. Assessments are administered online. Any accommodations/ modifications documented at the school are allowed as long as they fit the scope of an online exam and do not breach the security of the exam. Our assessments are not timed; thus, extended testing time is available. The screen/display size can be modified to accommodate the large print. Regarding the breaks, it is important to know that if the assessment sits idle for 15 minutes or more, it will automatically log off. The exams must be proctored by test site employees so if there is a need for a reader to read the items, the reader would need to have the same criteria as the proctor (these guidelines are posted on our website.)</p>	<p>When the test site (school) submits the Test Site Agreement to be approved as a test site, the Test Site Administrator is signing and indicating that they will abide by any documented IEP modification/accommodations. Thus, the administrator is taking responsibility for ensuring that those modifications are provided and do fit within the testing parameters. There is no separate notification needed.</p>	<p>Lori Myers lmyers@aafcs.org</p>
<p>NOCTI</p>	<p>It is important to use Individualized Education Plans (IEPs) as guidelines when determining necessary accommodations for NOCTI assessments. NOCTI offers the following accommodations: Text-to-speech delivery option provides a test taker with the ability to view questions and answer choices in a larger font and to hear the questions and answer choices via a computerized voice that speaks the questions and the answer choices. A reader may be used to read and clarify, as appropriate, all sections of the assessment to participants who have been identified as needing this accommodation. If a participant's disability requires a large print version of the assessment, the request must be made on the order submitted to NOCTI well in advance of the assessment date (at least four weeks). Time extensions may be granted to participants whose disability makes completion of the assessment within prescribed time limits unreasonable. Time extensions for online test administrations must be requested in writing (email is acceptable) at least three business days in advance of the test administration date.</p>	<p>The coordinator guide is available to all NOCTI customers and is posted at their Client Services Center, a password protected site for managing their NOCTI testing programs</p>	<p>Heidi Speese heidi.speese@nocti.org 1-800-334-6283</p>
<p>Skills USA Work Force Ready System</p>	<p>Testing agency provides the capability of turning on sound to accommodate the student who learns by auditory as well as visual. All other accommodations</p>	<p>There is no process to apply for accommodations since the school manages that part. The school needs to place the order in sufficient time for them to configure their computers for</p>	<p>Patty Duncan Direct: (703) 737-0633 pduncan@skillsusa.org</p>

	are up to the schools' discretion. It typically takes an average of an hour to complete (50 questions per test). Tests are all on-line so large print or test booklets are not offered at this time. Schools may test in any size group. The student may take breaks; however, the test must be completed in one setting. Once the student exits the test (logs-out, shuts computer down, clicks the submit & exit button on the test), the system will not allow the student to log back on for a 2nd attempt. If there are special circumstances where the student has logged out and needs a 2nd access the proctor may call SkillsUSA to have the access re-set.	sound if that is needed. Agency requires a 72 business hour turn-around from the time the order is placed before the test is ready to access. An e-mail will be sent to the designated proctor & instructor once the access is available.	Once the order is placed both the designated proctor & instructor on the order will receive an e-mail with instructions to access the on-line test as well as support phone numbers and other methods of help. The instructors will also receive references on the SkillsUSA web site providing instructions on requesting sound for IEP students requiring this accommodation. http://www.workforcereadysystem.org
National Registry of Emergency Medical Technicians (NREMT) First Responder Certification		Candidate needs to apply for accommodations at the following site https://www.nremt.org/nremt/about/policy_accommodations.asp All requests are handled individually after candidate applies for accommodations.	Jean Davidson handles ADA requests jeandavidson@nremt.org (614) 888-4484 x 116
Georgia State Board of Cosmetology Licensed Master Cosmetologist		Complete application at the following link at least forty (40) days prior to examination. http://sos.georgia.gov/acrobat/plb/49%20Request%20for%20Disability%20Accommodation%20Guidelines.pdf	1-866-888-1176
Prometric	Additional Testing Time, or a Reader and/or Recorder for sight impaired candidates. Agency may also grant permission to bring special items into the testing room for medical purposes (i.e. food, drink, medication, devices that make sounds, etc.).	http://www.prometric.com/SA/default1.htm Requests for Special Accommodations must be reasonable, approved based upon appropriate documentation, and arranged for prior to scheduled examination. For candidates requiring special accommodations, please call us so that we can discuss your request for a special accommodation and/or schedule your examination. ADA Accommodations Request Packet: http://prometric.com/NR/rdonlyres/eabavspdcizxsuxc4ox3bgyxwcv6mlasphfufwcofsqg6vw4urowlwr2z5hgo7f65lxtkrkznyb45t4ezfhomofl3nid/ADAApplication20091215.pdf	Regina Y. Royster Candidate Care Specialist Prometric 1501 South Clinton Street Baltimore, MD 21224 USA 800 853 6769 TOLL FREE 800-853 6781 FAX IT Examinations: 1-800-443-1684 State Licensures: 1-888-226-9406 All Other Examinations: 1-800-967-1139
National Healthcareer Association	Each student will be assessed on a case by case analysis.	Email Nic Hestand and request the "NHA Request for Accommodations" form. Must submit all required documentations as indicated. This process can take up to 4 weeks to complete so get it in no later than 4 weeks prior to testing.	Nic Hestand Certification Account Manager National HealthCareer Association 7500 West 160 th Street Stilwell, Kansas 6608 e// nic.hestand@nhanow.com d// 913-661-5590 f// 913-661-6291 w// www.nhanow.com

Certiport	Accommodating examinees with disabilities may include providing extended testing time, a separate testing room, or larger testing area, or a test assistant. A test assistant may be a reader or a surrogate. Accommodations requiring a separate testing room, larger testing area, a reader or a surrogate require the examinee to schedule in advance as well as present the Center with Certiport's written approval.	Complete the Exam Accommodation Authorization Form at https://www.certiport.com/Portal/common/imagelibrary/deaafom.pdf , obtain the necessary endorsements from a qualified expert, and submit the documentation to Certiport. Also, read the Accommodations of Disability page at https://www.certiport.com/PORTAL/desktopdefault.aspx?page=common/pagelibrary/Disabilities.htm Examinees approved by Certiport must notify the Certiport Center of the disability accommodation when scheduling the exam. https://www.certiport.com/PORTAL/desktopdefault.aspx?page=common/pagelibrary/Disabilities.htm	Wes Madrid Territory Manager Office: 801.772 3254 Mobile: 801.550.9032 Fax: 801.492.4118 wmadrid@mertiport.com
NATEF	Students with special needs (i.e. students with Individual Education Plans) may receive reasonable accommodations, as defined by the school, for their special needs provided that those accommodations do not compromise test integrity. ASE considers each school participating in the NA3SA tests to be an active partner in the test delivery process. As such, ASE expects all school staff involved in the testing program to exercise a good and reasonable effort to maintain the integrity of the testing program.	Agency does not require the school to apply for accommodations, nor does it require copies of IEPs.	Wanda Bloomer Special Projects Coordinator NATEF 101 Blue Seal Dr., #101 Leesburg, VA 20175 Direct: 703-669-6642 Fax: 703-669-6125 wblumer@natef.org
American Design Drafter Association (ADDA)	For the extra time, the individual teachers determine the time since they are more familiar with the student's needs. Large print books are not available but an extra exam can be sent for someone to read the questions for the student. ADDA will try to work with any instructor to help meet the individual students' needs. Each student will receive a review guide on CD but can be printed off at the discretion of the instructor.	Special accommodations can be requested on the Examination Application. The type of accommodations needed should also be indicated on the Examination Application also.	Pennie King Programs Manager ADDA International 105 East Main Street Newbern, TN 38059 Telephone 731- 627-0802 Fax 731-627- 9321 email: pking@adda.org website: www.adda.org
Pearson Vue		Email Peggy.Wanner@Pearson.com and request the IT Accommodation Request Form. Once forms are completed they may be returned via fax to 610-617-9397 or by email to pvacctest@pearson.com . Once the IT forms are approved they are valid for 18 months. The candidate can take as many IT exams as needed during that time frame. In order to receive the approved accommodations, the Accommodations Dept. must be contacted to schedule an exam, as applying accommodations to an exam is a manual process. If an exam is scheduled on line or through the call center the exam will not have the approved accommodations. Page one needs to be completed by the candidate and page two needs to be completed by a licensed professional. If Double Time, Reader and/or a Recorder is requested then additional documentation must be supplied by the licensed professional who signed and dated page two indicating what the ADA condition is.	Peggy Wanner Peggy.Wanner@Pearson.com www.pearsonvue.com www.vue.com
Prometric for: Sun Microsystems	<u>Dispensed by Prometric:</u> Additional Testing Time, or a Reader and/or Recorder for sight impaired candidates. Agency may also grant permission to bring special items into the testing room	http://www.prometric.com/SA/default1.htm Requests for Special Accommodations must be reasonable, approved based upon appropriate documentation, and arranged for prior to scheduled examination.	IT Examinations: 1-800-443-1684 State Licensures: 1-888-226- 9406

	for medical purposes (i.e. food, drink, medication, devices that make sounds, etc.).	For candidates requiring Special Accommodations, please call us in advance to discuss requests for special accommodations and/or schedule examinations.	All Other Examinations: 1-800-967-1139
Oklahoma Career Tech Testing & Multi-State Academic & Vocational Curriculum Consortia (MAVCC)	The test is not timed; therefore, additional time requested is not typically a problem. The only consideration is network security: your school's network must allow an "open" and inactive internet connection for the duration of the test. The test may be read to students. Frequent breaks and small groups are allowed as long as provisions are in place to ensure test security is not compromised (i.e. students are not allowed to visit with other students, students do not have access to curriculum or other resources, etc.). Since the test is available exclusively online and the questions are randomly ordered, there is not a booklet that can be marked. If this situation arises, testing agency will work with site administrators to come up with a workable alternative.	Accommodations that are allowed on the student's IEP are also allowed and do not require special approval or application process to implement.	Jennifer Nuttle jnutt@okcareertech.org
GA Medical Care Foundation/ GA Health Partnership/Nurse Aide Competency Evaluation Service (NACES)	All ADA accommodations, are evaluated on a case by case basis for the NNAAP CNA examination (both written and skills) in the state of Georgia.	Please view the following PDF file on the Pearson VUE website under Georgia nurse aides, located at http://www.asisvcs.com/publications/pdf/071121.pdf for additional information regarding Special Exam Request and Services for Nurse Aide Testing. This document, as well as the candidate handbook, will answer any questions you may have. For additional Information regarding all ADA accommodations, see Page 7 in the GA Nurse Aide Handbook located on the PVUE website at the link below: http://www.asisvcs.com/publications/pdf/071100.pdf	Melody C. Suchowicki Senior Program Manager Health Services Pearson VUE 3 Bala Plaza West, Suite 300 Bala Cynwyd, PA 19004 Office: 610-617-5057 Cell: 484-343-2537 Fax: 610-617-9304 Email: Melody.Suchowicki@Pearson.com
ASE/AYES/NATEF/ SkillsUSA	Students with special needs (i.e. students with Individual Education Plans) may receive reasonable accommodations, as defined by the school, for their special needs provided that those accommodations do not compromise test integrity. ASE considers each school participating in the NA3SA tests to be an active partner in the test delivery process. As such, ASE expects all school staff involved in the testing program to exercise a good and reasonable effort to maintain the integrity of the testing program.	Testing agency does not require the school to apply for accommodations, nor does it require copies of IEPs.	www.na3sa.com Wanda Bloomer Special Projects Coordinator NATEF 101 Blue Seal Dr., #101 Leesburg, VA 20175 Direct: 703-669-6642 Fax: 703-669-6125 wbloomer@natef.org
Federal Aviation Administration	Accommodations for those with dyslexia are provided	If you are a dyslexic applicant, you may request approval from the local FSDO or International Field Office (IFO) to take airman knowledge test using one of the three options listed in preferential order: Option 1. Use current testing facilities and procedures whenever possible. Option 2. Use a Franklin Speaking Wordmaster® to facilitate the testing process. The Wordmaster® is a self-contained	www.faa.gov

		<p>electronic thesaurus that audibly pronounces typed in words and presents them on a display screen. It has a built-in headphone jack for private listening. The headphone feature must be used during testing to avoid disturbing others. Option 3. Candidate may request a proctor to assist in reading specific words or terms from the test questions and supplement material. In the interest of preventing compromise of the testing process, the proctor must be someone who is non-aviation oriented. The proctor must provide reading assistance only, with no explanation of words or terms. When this option is requested, the FSDO or IFO inspector must contact the Airman Testing Standards Branch (AFS-630) for assistance in selecting the test site and proctor. Prior to approval of any option, the FSDO or IFO inspector must advise candidate of the regulatory certification requirement of being able to read, write, speak, and understand the English language.</p>	
<p>CIW (Certified Internet Web Professionals) Dispensed by Certiport</p>	<p>Any CIW exam can be delivered with special accommodations as needed. Proctors and CTC Administrator(s) can extend a student's exam time. All CIW high stakes exams are time limited. The amount of time varies per exam. Students with disabilities can have additional time to take the exam. Because exams are delivered via a web-based application, font size is controlled by the web browser, and can be adjusted for vision-impaired students. A reader for students with cognitive disorders is also fine. Group size of students taking exams is controlled directly by the proctor as they schedule exams for their students.</p>	<p>Standard procedure for CTC Proctors is to submit an "ADA Accommodation Request form". This form is made available to CTC Proctors (upon earning their Proctor status). The form collects basic information and should be submitted 15 days before the first desired testing date. Once submitted, the CTC Administrator(s) will review and approve (or request additional documentation, if necessary). One submission of the request applies to all CIW exams (and retakes of same exams) that the student may need. All documentation regarding ADA requests are kept in strict confidence and security, in order to protect to the student's privacy.</p>	<p>Lisa Harnish Director of Certification CIW/CTP Certification Partners, LLC 1230 W. Washington, Suite 111 Tempe, AZ 85281 602-794-4156 direct 602-794-4190 fax lharnish@certification-partners.com</p>
<p>NOCTI for the: A*S*K Institute – Assessment of Skills & Knowledge</p>	<p>It is important to use Individualized Education Plans (IEPs) as guidelines when determining necessary accommodations for NOCTI assessments. NOCTI offers the following accommodations: Text-to-speech delivery option provides a test taker with the ability to view questions and answer choices in a larger font and to hear the questions and answer choices via a computerized voice that speaks the questions and the answer choices. A reader may be used to read and clarify, as appropriate, all sections of the assessment to participants who have been identified as needing this accommodation. If a participant's disability requires a large print version of the assessment, the request must be made on the order submitted to NOCTI well in advance of the assessment date (at least four weeks). Time extensions may be granted to participants whose disability makes completion of the assessment within prescribed time limits unreasonable. Time extensions for online test administrations must be requested in writing (email is acceptable) at least three business days in advance of the test administration date.</p>	<p>The coordinator guide is available to all NOCTI customers and is posted at their Client Services Center, a password protected site for managing their NOCTI testing programs.</p>	<p>Heidi Speese heidi.speese@nocti.org 800-334-6283 http://www.qaerf.org/</p>

CISCO Systems	Special accommodations include time extensions to accommodate learning disabilities or physical challenges. Students generally receive a time and a half extension. Vision impaired students who require a reader will have twice the amount of time to complete their exams in a separate room with a reader and recorder. Other requests are reviewed on a case by case basis.	If a student has a special testing need, they should contact Pearson VUE directly and ask for special accommodations department. Candidate must make their requests for accommodations at the time of registration.	Susan Weatherly Coefield Area Academy Manager Cisco Networking Academy sweather@cisco.com Phone: 678-352-2990 Mobile: 404-550-9185
National Institute for Metalworking Skills	The exams can be administered manually to fit the needs of the student. The testing agency can accommodate the student with extra time, large print, the exam may be read aloud, and the student may have breaks.	There is no application for paper exams. The machining instructor who is registered as the NIMS sponsor or the NIMS proctor at the school can send an email to mgoff@nims-skills.org with the student names, the corresponding exam students will take, and the date of exam to ensure a timely arrival. For students with IEPs, testing agency can send a paper copy to the NIMS registered proctor, not the instructor, prior to the examination. When the student is ready to begin, the proctor will administer the test assisting and accommodating the student as needed. The exam will be mailed via UPS to the proctor. The exam will be sealed in an envelope and should not be opened until the time of the exam. The proctor can accommodate the student as his IEP describes.	Meredith Goff Credentialing Specialist National Institute for Metalworking Skills (NIMS) 10565 Fairfax Blvd, Suite 203 Fairfax, VA 22030 Phone: 703-352-4971 Fax: 703-352-4991 Web: www.nims-skills.org Email: mgoff@nims-skills.org
National Center for Construction Education and Research (NCCER)	All accommodations as indicated in student's IEP.	NCCER does not require any paperwork or request documentation.	Carla Sly Assessment Manager (352) 334-0911 x115 csly@nccer.org http://www.nccer.org
CompTIA	Exams dispensed by <u>Pearson Vue Testing Agency</u> and <u>Prometric</u>	<u>Pearson Vue</u> - Email Peggy.Wanner@Pearson.com and request the IT Accommodation Request Form. Once forms are completed they may be returned via fax to 610-617-9397 or by email to pvacctest@pearson.com . Once the IT forms are approved they are valid for 18 months. The candidate can take as many IT exams as needed during that time frame. In order to receive the approved accommodations, the Accommodations Dept must be contacted to schedule an exam, as applying accommodations to an exam is a manual process. If an exam is scheduled on line or through the call center the exam will not have the approved accommodations. Page one needs to be completed by the candidate and page two needs to be completed by a licensed professional. If Double Time, Reader and/or a Recorder is requested then additional documentation must be supplied by the licensed professional who signed and dated page two indicating what the ADA condition is. <u>Prometric</u> - http://www.prometric.com/SA/default1.htm Requests for Special Accommodations must be reasonable, approved based upon appropriate documentation, and arranged for prior to scheduled examination. For candidates requiring special accommodations, please call in advance to discuss the request and/or to schedule the examination. ADA Accommodations Request Packet:	www.comptia.org/home.aspx <u>Pearson Vue</u> Peggy Wanner Peggy.Wanner@Pearson.com www.pearsonvue.com www.vue.com <u>Prometric</u> Regina Y. Royster Candidate Care Specialist Prometric 1501 South Clinton Street Baltimore, MD 21224 USA 800 853 6769 TOLL FREE 800-853 6781 FAX IT Examinations: 1-800-443-1684 State Licensures: 1-888-226-9406 All Other Examinations: 1-800-967-1139

		http://prometric.com/NR/rdonlyres/eanbavspdclzxsuxc4ox3bgvxcv6mlasphfuwcofsgg6wv4urowwlr2z5hgo7f65lxtrkznyb45t4ezfhomofl3nid/ADAApplication20091215.pdf	
National Center for Competency Testing (NCCT)	The testing agency provides various accommodations based on Individualized Education Plans (IEPs) where appropriate. Some general accommodations that are provided include: offering extra time; distraction reduced settings; written proctoring guidelines (exact script for proctor), large print; and other accommodations based on the IEP.	NCCT provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (ADA, 1990) for individuals with documented disabilities who request and demonstrate the need for accommodation on a case by case basis as required by law. NCCT requires documentation to validate that the individual is covered under the ADA as a disabled individual and to allow accommodations to be specifically matched with the identified functional limitation, in order to provide equal access to test functions for all examinees. Certain job competencies may be considered so essential to the professional practice in the field that some accommodations for eligibility or testing may not be available, as determined by NCCT. Any applicants with an ADA-qualifying disability that would like approval for accommodations during certification testing must send a <i>written request</i> and supporting <i>documentation</i> , along with the NCCT application form, at least 4 weeks before the anticipated test. To see additional details regarding the written request and the requirements for appropriate documentation, go to the following link: http://www.ncctinc.com/documents/Accommodations%20Form.pdf	Mercedes Allasriz Mercedes@ncctinc.com 1-800-875-4404
Working in Support of Education (W!SE)	This testing agency does provide specific accommodations to students with IEPs. Since exams are not timed, students are allowed extra time to complete certification exam. Readers are allowed. Large print exams are available in paper/pencil format only. A Spanish version of the certification exam is available in paper/pencil format only. The agency will provide a Braille copy of exam to schools that currently have the software available to support Braille. Other accommodations may be available that are not referenced in this text.	Schools wishing to request accommodations from W!SE should contact the agency via email or by phone five working days before the exam is to be dispensed.	For assistance, contact: David Anderson danderson@wise-ny.org (212) 421-2700
National Bookkeepers Association (NBA)	This agency does provide some accommodations to students with IEPs. Some accommodations include, but are not limited to: allowing a reader; giving extra time; and allowing large print. Other accommodations not referenced in this narrative may possibly be available upon request.	Schools wishing to request accommodations from NBA should contact the agency via email or by phone five working days before the exam is to be dispensed.	For assistance, contact: David Bybee david@nationalba.org 1-866-444-9989