

Applicant Request for Test Accommodations

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. ADA regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. 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 disabilities or conditions 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. Applicants with an identified disability per the ADA guidelines should send to NCCT a written request for a testing accommodation, including all appropriate supporting documentation, at least 4 weeks before the anticipated test date.

Requirements for written request:

- Must be specific about the type of accommodation requested
- Must be submitted by the student, signed, and dated
- Requested test date should be included

Requirements for the appropriate supporting documentation:

- Must be typed or printed in English, legible, and current (<3 yr old)
- Must include names, credentials, and contact information of evaluators
- Must include specific, professionally recognized diagnosis for the particular category of the disability
- Must include specific diagnostic criteria and specific tests used, with test dates and detailed interpretations of results
- Must include detail about the individual's limitations due to the diagnosed disability
- Must include evidence of the student's functional impairment in other parts of his/her life (outside of test taking)
- Must include additional documentation from childhood if requesting an accommodation for LD, ADHD, or Dyslexia

Send the written request and appropriate supporting documentation (copies only, please) to:

NCCT
Test Accommodations Coordinator
7007 College Blvd, Suite 705
Overland Park, KS 66211

Do NOT Submit: Document originals, resumes, handwritten letters, letters from non-credentialed evaluators, bound materials, or articles about disabilities.