



ACCOMMODATIONS REQUEST FORM

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

Accommodation requests, including all supporting documentation, must be submitted to FSBPT no later than the Registration and Payment Deadline for the exam you want to take. Documentation received after the deadline will be considered for a future exam.

First Name: _____ Last Name: _____

Date of Birth: _____ E-Mail: _____

FSBPT ID# _____ Phone Number: _____

Candidate's Signature _____

Date: _____

Part 1. Please indicate the testing accommodation(s) you are requesting:

_____ Extended Time: Standard Time + 50% (Time and a Half)

_____ Extended Time: Standard Time + 100% (Double Time)

_____ Extended Time: Additional 30 Minutes

_____ Scribe*

_____ Reader*

_____ Separate room

_____ Zoom Text

_____ Other (specify)

**Note: These accommodations are automatically approved with a private room.*

Part 2. Rationale. Provide a specific rationale for each accommodation you are requesting. You may also write a personal statement and attach that to your request.

Accommodation requested: _____

Rationale: _____

Accommodation requested: _____

Rationale: _____

Accommodation requested: _____

Rationale: _____

Accommodation requested: _____

Rationale: _____

Part 3. Gather supporting documentation as outlined in the [FSBPT Documentation Guidelines](#).

Submit your Request

Securely upload your documentation directly to FSBPT at 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.

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

FSBPT may, at its own discretion, pay for independent expert review of your request.

Privacy Policy

All accommodation requests are confidential and will be treated as such in compliance with FSBPT's privacy policy. FSBPT will only release personal and/or personal health 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 as well as contracted external disability experts. Accommodations-related documentation will not be released to any third party (except contracted experts) without the candidate's express written consent. Accommodations requests and supporting documentation are considered personal health information, and as such, are not kept with other academically-related information. Complete information on FSBPT's privacy policy can be found [here](#).