



ACCOMMODATIONS APPEAL FORM

You may appeal an accommodations decision if any of your requested accommodations were not approved. Complete the information below.

Appeal requests are generally more effective if they include:

- A specific reason for appeal
- Additional documentation beyond what was included with the original request

Make sure all sections are complete before submitting the 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: _____

Email: _____

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 separate room.

Part 2. Please explain your reason(s) for appealing. You may attach an additional sheet if necessary:

Part 3: Additional supporting documentation: Please refer to the [FSBPT Documentation Guidelines](#) and include any additional documentation needed to support this appeal.

Submit Your Appeal



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](#).