

AFAA Request for Accommodations

Accommodations may be available to individuals with documented disabilities pursuant to the American with Disabilities Act (ADA). AFAA provides reasonable testing accommodations to candidates whose documented disabilities or other qualifying medical conditions hinder their ability to take the examination under standard conditions. To be considered for special accommodations, please complete the AFAA Request for Accommodations Form in its entirety. Please be aware that submission of a request for an accommodation does not guarantee testing accommodations. Decisions will be made on a case-by-case basis considering the information submitted and in accordance with the law.

Requests for accommodations will be processed as quickly as possible. Candidates should allow for a minimum of 30 days for processing, with the understanding that some cases may take longer. Candidates should **include all of the required documentation** (see instructions below for what is required) **with their initial request**.

Candidates **MUST** purchase the appropriate AFAA Course prior to requesting the accommodation by going online to www.afa.com. Purchasing the course will automatically enroll the candidate for the exam. The candidate has one (1) year from the purchase date to schedule their exam date through ProctorU (the entity that proctors the online exam).

Candidates will be notified in writing of the decision regarding their request for an accommodation. Candidates who receive a testing accommodation are subject to the same policies as all other exam takers. AFAA reserves the right to make final judgment regarding testing accommodations.

Attachment instructions

Attach a letter from an objective physician or healthcare professional qualified to diagnose the disability or medical condition and render an opinion as to the need for an accommodation. An “objective” professional is one who is not the requestor or related to the requestor. The letter must be dated within 2 years of the anticipated date of your exam. If you are within 2 years of high school graduation, an Individual Educational Plan (IEP) may be used in lieu of the letter. The letter or IEP MUST include the following:

- a. The specific disability/diagnosis. Mental/emotional disabilities must be accompanied by a numerical DSM-IV classification code.
 - b. A brief explanation of how this condition limits the candidate’s ability to take the exam under standard conditions.
 - c. If this is not a permanent disability or diagnosis, include date first diagnosed, approximate duration, and method used to make the diagnosis.
 - d. Specific accommodations required. These accommodations should be adequate without creating an unfair advantage. Please note that candidates who require extra time to complete the exam will be given 1 1/2 times the standard allotted time. If more time is needed, the letter or IEP must specifically state how much time is needed and why that amount of time is required.
1. Attach the completed Request for Accommodations Form (next page).
 2. Submit the form and all documentation to AFAA via fax, email or mail:

FAX:

913-661-6241

EMAIL:

compliance@atitesting.com

MAIL:

Attn: Compliance
Ascend Learning
11161 Overbrook Rd
Leawood, KS 66211

AFAA REQUEST FOR ACCOMMODATIONS FORM

(TO BE COMPLETED BY THE CANDIDATE)
 (Please complete the entire form)

Date:	
Name (Last/First/M.I.):	
Current street address:	
City/State/Zip:	
Daytime phone:	
Email address:	
Description of Disability(ies):	
Accommodations requested:	
List the AFAA exam(s) the accommodation(s) is being requested for:	
Accommodations granted in the past Date: Organization: Test: Accommodation(s):	

Under penalty of perjury, I declare that the representations that I have made in this Request for Accommodations and any supporting documentation are true to the best of my knowledge. I understand that false information may result in the denial or revocation of accommodations and/or certification. I hereby certify that I personally completed this form and that I may be asked to verify this information at any time. I understand that AFAA reserves the right to make additional inquiries regarding my disability and previous accommodations before rendering a decision.

If clarification or further information is required, I authorize AFAA to communicate with the professional(s) who diagnosed the disability, the professional(s) who provided information related to my Request for Accommodations, and any entities that have granted accommodations to me in the past. I understand that AFAA may request additional documentation from the persons and/or entities referenced above and/or me. I also authorize AFAA to release this information to a professional chosen by AFAA for the purpose of conducting an independent evaluation of the requested accommodations. I acknowledge that these processes may require extra time for the accommodations to be granted.

 Candidate's Signature

 Date