



## **CERTIFIED SENIOR ADVISOR (CSA)® ADA ACCOMMODATION REQUEST FORM**

If you have a disability covered by the Americans with Disabilities Act of 1990 (ADA) and would like to request an accommodation in testing, please complete all sections below and have an appropriate professional (educator, doctor, psychologist, psychiatrist) with current knowledge of your disability complete Section 2 below if your disability is not medical.

As provided in Section 3 below, please submit documentation in support of your request. If you have existing documentation of having the same or similar accommodation provided to you in another testing situation, you may submit such documentation as compliance with the requirements in Section 3.

This form must be completed in its entirety for your request to be processed and must be received at least 30 days prior to your examination date. Please submit this request as soon as possible as it takes time to review your request and set up an accommodation. The CSA Certification Department will process your request as expeditiously as possible in order to not delay testing.

### **Section 1 (To be completed by Candidate)**

Please type or print clearly

Name \_\_\_\_\_

Social Security Number (last 4 digits) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Disability \_\_\_\_\_

By signing below, I attest that the information I have provided on this application is accurate, true and correct to the best of my knowledge. I agree to and authorize the release of the information requested to the CSA Office on Certification for use in determining eligibility for the requested accommodation in testing. If the information provided is not sufficient to evaluate the request, I authorize the CSA Office on Certification to request additional information from me. I understand the CSA Office on Certification reserves the right to verify any and all information in my application, this request, or in connection with my certification. I understand and agree that failure to provide accurate, true and correct information shall constitute grounds for rejection of my application, request for this accommodation in testing, or denial or revocation of my certification.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Section 2 (To be Completed by Candidate and Appropriate Professional)**

Please Type or Print Clearly

### **From Professional:**

I have known \_\_\_\_\_ since \_\_\_\_\_  
(Full name of candidate) (Date)

In my role as a \_\_\_\_\_  
(Professional title)

The candidate has discussed with me the nature of the certification examination to be administered. It is my opinion that because of this candidate's disability as detailed on the attached letter and supporting documentation, he/she should be accommodated by providing the following (please check all that apply):

- Reader
- Scribe
- Extended time
  - Time-and-a-half
  - Double time
- Separate testing area
- Other (please specify) \_\_\_\_\_

### **To be completed by Candidate:**

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **To be completed by Professional:**

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

License # & State \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### **Section 3 (To be completed by Candidate or Appropriate Professional)**

If requesting accommodations due to a learning disability, please submit relevant diagnostic test results detailing the specific nature of the candidate's disability as it relates to the request and the reasons for requesting the accommodation.

If requesting accommodations due to a medical issue, please have the appropriate professional submit a letter detailing the nature of the disability and the reasons for requesting the accommodation. The letter must have an original signature. This letter may not be dated longer than 5 years prior to this application.

**Please Note:** All requests for special accommodations must be mailed to the address below:

CSA Certification Department  
Attn: Exam Accommodations  
720 S. Colorado Boulevard  
Suite 750 North  
Denver, CO 80246  
Ph: 800-653-1785  
[Certification@csa.us](mailto:Certification@csa.us)