Summary

The following is a condensed version of the Certiport test accommodation application process, and the frequently asked questions that may accompany the submission of a request. For a comprehensive explanation of policies and procedures related to our commitment to the Americans with Disabilities Act, as well as other global accommodations for disabilities, please review the complete accommodations page on the Certiport website or navigate to www.certiport.com/ADA.

How to Apply

Accommodations can be requested online using the “Reasonable Adjustments Request System”. The Reasonable Adjustments Request System is a secure, on-line system for requesting accommodations and submitting supporting documentation.

If you are a first-time user to the request system, you will need to use your Certiport username and create a password. If you do not have a Certiport username, please click here to create one. Please note that the system requires that you have an active email account.

*Note: If you are under 18 years of age or have a legal guardian, you will need to have your parent/guardian complete the Guardian Consent Form and upload the document on step 6 of your request. This form is available in the “My Forms” section of step 6 of your request.

Process Guidelines

Certiport is committed to ensuring access to testing programs for all individuals with disabilities. Certiport provides accommodations to individuals with documented disabilities who demonstrate a need for such. For example, applicants with documented medical, sensory, motor, psychiatric or learning conditions may request extra testing time or a separate testing room. It is essential that the documentation provide a clear explanation of the current functional limitation and a rationale for the requested adjustments.

One or more of the following documents should be submitted with the applicant’s request form, but see our ADA page for a complete process description:

- Educational or psychological report
- Current or recent school-based special education plan
- Detailed letter from a qualified professional that describes the disabling condition, functional limitations, and rationale for the requested adjustments

Frequently Asked Questions

Q: What types of accommodations are available?
A: Test accommodations are individualized and considered on a case-by-case basis. As such, no single type of test accommodation would necessarily be appropriate for all individuals with disabilities. Please visit the accommodations page for more information.

Q: May I appeal my application?
A: Yes.

Q: Who do I contact with questions?
A: Please contact Certiport Customer Service.