



## THE NATIONAL EXERCISE & SPORTS TRAINERS ASSOCIATION EXECUTIVE CERTIFICATION BOARD

### Request for Special Accommodations

Individuals having a disability requiring special accommodations must complete this form. Supporting evidence (e.g. letter from licensed physician or other applicable professional, on letterhead, addressing the stated disability and need for the requested accommodation) must be submitted at least 30 days prior to desired test date. Reasonable accommodations provide candidates with documented disabilities, as defined by the Americans with Disabilities Act (or the Canadian/Australian equivalent), a fair and equal opportunity to demonstrate their knowledge and skill in the essential knowledge being measured by the examination.

Reasonable accommodations are determined based on:

- the individual's specific request;
- the individual's specific disability;
- documentation submitted; and,
- the appropriateness of the request.”

Requests are decided upon an individual basis. Approved accommodations will be provided by the testing vendor or the approved proctor. Accommodations usually include an allowance for increased examination time. Accommodation requests will be acknowledged through email and/or phone notification within 7-10 business days of initial request.

For individuals who require a reader, separate accommodations or other requirements please state your needs and requirements in detail on the Request for Special Accommodations Form available at <http://pft.nestacertified.com/nesta-personal-fitness-trainer-certification-forms/>. Requests will be considered and a response will be delivered within 10 business days.

#### **The most common requests are for:**

Extended time – typically either time and a half or double time. Double time is the maximum allowable time.

Reader – oral readers can be arranged for candidates. When a candidate is assigned a reader they will need a private room or a closed session.

Paper & Pencil –paper & pencil exam requests (normally to have larger font due to vision) must be scheduled at least 10 days out to allow for a physical copy of the exam to be mailed to the site.

Private Room – a private room (or closed/created session) can be arranged for a candidate.



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**Request for Special Accommodations**

Today's Date \_\_\_\_\_

Course/Program Title: \_\_\_\_\_

**Contact Information**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Fax \_\_\_\_\_

**Reason for request** *(evidence must be provided along with this request)*

\_\_\_\_\_  
\_\_\_\_\_

**Checklist**

Did you include each of the following items?

Completed Request for Special Accommodations Form

Any supporting evidence

**Mail to:** NESTA ECB  
31441 Santa Margarita Pkwy, A-365  
Rancho Santa Margarita, CA 92688