ADMINISTRATIVE ACCOMMODATION REQUEST FORM

Complete this form to request an **Administrative Accommodation only**. Applicants seeking **Nonstandard Testing Accommodations (NTA)** must answer "yes" to the examination registration question asking whether they wish to request NTA and must submit all required NTA forms and supporting documentation by the applicable deadline.

NAME: _____

EMAIL: _____ PHONE: _____

DATE: _____ EXAM DATE (MO/YR): _____

ARE YOU ALSO REQUESTING OR PLANNING TO REQUEST NONSTANDARD TESTING ACCOMMODATIONS (NTA)?

☐ **No.** I am requesting an Administrative Accommodation only.

☐ **Yes.** I have also requested, or plan to request, Nonstandard Testing Accommodations (NTA). I understand that an NTA request must be submitted separately through the Board's NTA process and that this Administrative Accommodation Request Form does not constitute an NTA request.

If you select "Yes," please note that you must complete the NTA request process separately and submit all required NTA forms and supporting documentation by the applicable NTA deadline.

Please provide an explanation of your administrative accommodation request. You must also submit documentation from an appropriate healthcare provider verifying the need for the requested administrative accommodation. The documentation may be provided by a physician, psychologist, therapist, or other qualified healthcare provider who is familiar with your condition and the need for the requested accommodation. The documentation should explain the basis for the request and how the requested accommodation addresses the relevant limitation or need.

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The Board may approve reasonable administrative accommodations that do not alter the examination environment, affect the examination security, or modify the conditions under which the examination is administered. Requests that seek to modify the testing environment, examination conditions, or manner in which the examination is administered must be submitted through the Board's Non-Standard Testing Accommodations (NTA) process.

Examples of administrative accommodations include, but are not limited to:

- Permission to wear religious attire or possess approved religious items.
- Permission to bring medically necessary medications or medical devices, such as a lumbar cushion, boot, brace, sling, diabetic supply, glucose monitor, insulin pump, inhaler, epi-pen.
- Permission to bring medically necessary food or beverages.
- Seating assignments for logistical or administrative purposes (e.g. near restroom due to late stage pregnancy or space for wheelchair, scooter, crutches, or other orthopedic device).

- Other similar accommodations that facilitate access to the examination without modifying testing conditions.

These examples are illustrative only and do not create an entitlement to any particular accommodation.

The following requests are not administrative accommodations and must be submitted through the Board's NTA process, if applicable:

- Requests for specialized furniture or equipment, including sit-stand desks, ergonomic workstations, or similar equipment.
- Requests to use noise-canceling headphones, electronic hearing protection, white-noise devices, or similar equipment intended to reduce auditory distractions.
- Requests for additional or extended break time.
- Requests for additional testing time.
- Requests for a reduced-distraction, semi-private, or private testing room.
- Requests for assistive technology or other modifications to the testing environment or examination procedures.

The foregoing list is not exhaustive. The Board shall determine whether a request constitutes an administrative accommodation or a request for a testing accommodation.

This form with medical documentation must be received by our office no later than January 15 for a February exam, and no later than June 15 for a July exam. Once received, you will receive an email acknowledgment within 5 business days. If you do not receive that email, your forms and documentation were not received, and you must immediately contact Stephany Shipp at sshipp@ilbaradmissions.org.

EMAIL COMPLETED FORM AND MEDICAL DOCUMENTATION TO:

Stephany Shipp at sshipp@ilbaradmissions.org