

National Registry of Food Safety Professionals

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ACCOMMODATION DOCUMENTATION FORM

This document MUST be submitted at least 30 days prior to the exam date in order to be processed.

If you have a learning disability, a psychological disability, or other disability that requires an accommodation for the exam, please have this form completed by an appropriate **licensed professional** (psychologist, physician or surgeon) to certify that your disabling condition requires the requested exam accommodation.

The information requested below and any documentation regarding your disability and your need for accommodations for the exam will be considered strictly confidential and will not be shared with any outside source without your express written permission.

REQUIRED FIELD

Please type or print

Must be filled out by a licensed professional

Candidate Name:	Professional Name:
Driver's License No:	License No.:
Address:	Title:
City:	Phone:
St: Zip Code:	Date:
Phone:	Signature:

MUST SELECT ONE: REQUEST ACCOMODATION FOR WHICH TYPE OF EXAM:

Paper and Pencil	Diversys Proctored Computer Based Exam	Pearson VUE Computer Based Testing Center
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REQUIRED FIELD: MUST BE FILLED OUT BY LICENSED PROFESSIONAL

Accessible Exam Site	Large Print	**limited English – licensed professional not required
Reader for visual impairment	for learning disability	**limited English proficient
Scribe for visual impairment	for learning disability	
Extended time (please specify) Time and half (3 hrs)	Double time (4 hrs)	Other (specify ___ hrs ___ mins)
Separate testing area		
Other Accommodations (specify)		

Accommodations requested for the Food Safety Manager Certification Examination

Exam Site _____ Exam Date _____

I understand that I must forward all required paperwork with this document at least 30 days prior to my exam date in order to be processed.

Examinee Signature: _____ Date: _____

Please see the Examinee Information Bulletin for complete instructions. Return completed form to National Registry of Food Safety Professionals

Fax: 407-352-3603, Email: examsecurity@nrfsp.com, mail: 6751 Forum Drive, Suite 220, Orlando, FL 32821