

If you have a disability or condition that falls under the Americans With Disabilities Act (ADA), and you require accommodations at the test center, submit your formal request at the same time you submit a copy of your CDPH-RHB eligibility letter and exam fee to ARRT (individuals requiring accommodations cannot pay using the credit card option.)

ABOUT ARRT'S EXAMINATION ACCOMMODATIONS

ARRT complies with the Americans With Disabilities Act (ADA) and will provide appropriate accommodations if you demonstrate that you have an ADA-qualifying disability. Accommodations might include permission to use medical aids such as insulin pumps, Pico pocket magnifiers, lumbar pillows, and asthma inhalers.

In most cases, you'll need to submit supporting documentation and a personal statement describing your disability.

HOW TO REQUEST EXAMINATION ACCOMMODATIONS

We contract with Paradigm Testing, an independent company, to manage our ADA accommodations requests - so you'll eventually be submitting a form and supporting documents to them.

If you need accommodations, you must submit a *Request for Examination Accommodations* form (located at the end of this document) along with a copy of your CDPH-RHB eligibility letter and cashier's check or money order (personal and business checks are not accepted.) If you are requesting accommodations, you may not pay for your exam using the credit card option.

Remember, you must submit a *Request for Examination Accommodations* form to ARRT **each time** you are eligible for examination. If you don't submit the form each time with a copy of your CDPH-RHB eligibility letter and fee, or if you pay by credit card, your examination window will be processed without accommodations. Accommodations cannot be added once an examination window is processed.

Once ARRT receives your information, we'll send you instructions (including a 10-digit alpha/numeric access code) explaining how to submit your online request for accommodations to Paradigm Testing. You'll also be required to submit supporting documentation verifying the reason you need accommodations.

ARRT will not assign you an exam window until Paradigm Testing notifies us of the approval or denial of your request for accommodations. If Paradigm Testing denies your request, you have the option to appeal their decision.

If you request accommodations with ARRT, but do not submit your documentation to Paradigm Testing, we will return your fee after one year, or sooner, depending on when

your CDPH-RHB 1-year eligibility period ends. If you apply for accommodations and then decide you no longer wish to go through the approval process, you will need to notify ARRT by fax (651.687.0349), attn: StateRHC to process your exam without accommodations.

If you asked for and received approval for ADA accommodations, ARRT will send you a letter with instructions on scheduling your appointment with Pearson VUE. You will need to bring your approval letter with you to your exam appointment and give it to test center staff when checking in.

QUESTIONS?

If you have additional questions about accommodations, call us at 651.687.0048, ext. 8520. Note—we can't give information about the status of your accommodations request over the phone. Once your review is complete, we'll send you the decision in writing.

REQUEST FOR EXAMINATION ACCOMMODATIONS FORM

First Name: _____ Last Name: _____

Date of Birth: _____ E-Mail: _____

ID or SSN#: _____ Phone Number: _____

Have you ever requested accommodations for an ARRT examination? (circle one)

Yes

No

Candidate's Signature: _____ Date: _____

Submit this form along with a copy of your CDPH-RHB eligibility letter and cashier's check or money order (personal and business checks are not accepted) to:

The American Registry of Radiologic Technologists

Attn: StateRHC

1255 Northland Drive

St. Paul, MN 55120