



# Request for CITP Professional Examination Testing Accommodations Form

*Updated January 1, 2023*

## Overview

FITT is committed to ensuring equal access and participation for all candidates writing the CITP Professional Examination. If you have a disability or other unique accessibility need and require adapted access to your exam, you may request a testing accommodation. FITT strives to accommodate all requests to the extent that we are reasonably able. To request a testing accommodation:

- Review this form and the *Testing Accommodations for Applicants with Disabilities* section of the [CITP Candidate Handbook](#) understand all accommodation requirements.
- Collect relevant supporting documentation provided by an appropriate certified or licensed professional, on the professional's letterhead, which identifies the specific recommendations for accommodation.
- Complete this form.
- Submit your completed form and required supporting documentation to [certification@fitt.ca](mailto:certification@fitt.ca) at least 30 days prior to your **intended** examination date. Confirmation of receipt will be provided by FITT within 3 business days. **Note:** You must submit this form prior **to scheduling your exam**.
- Approved accommodations will be communicated by email to the exam administrator and requesting candidate.

All personal information provided as a part of your testing accommodation request will be used for the sole purpose of reviewing and granting your accommodation.

The certification program may retain consultation to evaluate reasonable accommodation requests.

## Candidate Information

_____ First Name	_____ Last Name	_____ Credentials
_____ Name exactly as you would like it to appear on your certificate		
_____ Employer		_____ Job Title
_____ Address		
_____ City	_____ State/Province	_____ Zip/Postal Code
_____ Country	_____ Mobile Phone	_____ Work Phone
_____ Primary Email		
_____ Alternate Email		

## Special Testing Accommodations

I request special accommodations as follows (check all that apply):

- Physical accommodation
- Extended exam time. If additional time is recommended, please specify the amount of time requested.
- Access to food/medication
- Other (please describe): \_\_\_\_\_

Please provide rationale for testing accommodation request:

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## Professional Documentation

Professional evaluation must have been made no earlier than 3 years prior to application. You must submit relevant supporting documentation provided by an appropriate certified or licensed professional, **on the professional's letterhead**, which identifies the specific recommendations for accommodation.

## Terms and Conditions

By signing and submitting this form, I understand and agree to abide by the following terms and conditions:

- I have reviewed and understand the *Testing Accommodations for Applicants with Disabilities* policy outlined in the *CITP Candidate Handbook*.
- All decisions by FITT to grant testing accommodations are made on a case-by-case basis and are discretionary.
- If a testing accommodation is granted, it only applies to the current examination administration for which I am applying.
- FITT may take up to 15 days after receipt of all required documentation to review my request.
- Incomplete information on this form and/or insufficient supporting documentation may result in a delay processing my request, or the inability to grant my accommodation. Supporting documentation must be current (i.e. from within the last three years).
- All personal information submitted will only be used for the purpose of reviewing and granting my accommodation.

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Signature

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Date