

# Candidate Handbook



## ***Request for InfoComm (CTS, CTS-I, CTS-D) Exam Special Accommodations***

If you have a disability covered by a national disabilities program (e.g. Americans with Disabilities Act), and you wish to request accommodation for a qualified disability, please complete this form AND the Documentation of Disability-Related Needs Form so your request can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

### **Applicant Information**

Name \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
City \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_  
State/Province \_\_\_\_\_ Country \_\_\_\_\_  
Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail (please print) \_\_\_\_\_

### **Special Accommodations**

I request special accommodations (please indicate in the table below), for the (preferred date of exam) \_\_\_\_\_ administration of the Certified Technology Specialist (CTS, CTS-I or CTS-D) Exam. I understand that the InfoComm Certification Committee may require a fee to defray the costs of these accommodations, as may be permitted by law.

Please provide (check all that apply):

- Accessible testing site
- Special seating
- Reader
- Extended testing time (time and a half)
- Separate testing area
- Other ADA special accommodations as authorized by a qualified medical professional

(please specify):

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Healthcare Provider's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Return this form with your exam application information to the Certification Office **a minimum of 45 days prior to the date you wish to take the exam**. This request will not be processed if it is not accompanied by a properly completed InfoComm Exam Documentation of Disability-Related Needs Form.

NOTE: Applicants and stakeholders should download the most up-to-date free edition of the Candidate Handbook that may include important policy and procedure updates by going to the InfoComm website at [www.infocomm.org](http://www.infocomm.org). Date of this version is 10/08/07.