

If you have a disability or condition that falls under the Americans With Disabilities Act (ADA), and you require accommodations at the test center, there are two options for requesting accommodations based on how your exam fees are paid to ARRT.

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). See form for specific information needed with submission. Remember, you must submit a *Request for Test Accommodations* form to ARRT **each time** you are eligible for examination.

Process for Exam Fees Paid Directly to ARRT

If your state sends you information on paying ARRT directly, you must submit this *Request for Test Accommodations* form along with a copy of your state eligibility letter and cashier's check or money order (personal and business checks are not accepted.) If you are requesting testing accommodations, you may not pay for your exam using the credit card option.

ARRT will not assign you an exam window until Paradigm Testing notifies us of the approval or denial of your request for accommodations.

If you request accommodations with ARRT, but do not submit your documentation to Paradigm Testing, we will return your fee after one year and your exam eligibility will close. 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 test accommodations.

Process for Exam Fees Paid Directly to State

If you paid your exam fee to your state licensing agency and have been assigned an exam window, do not schedule an exam appointment. You must submit a *Request for Test Accommodations* form to ARRT. Once ARRT receives your request form, we'll send you instructions (including a 10-digit alpha/numeric authorization code) explaining how to

submit your online request for accommodations to Paradigm Testing. You'll also be required to submit documentation verifying the reason you need accommodations.

Do **NOT** schedule your exam appointment with Pearson VUE until you receive approval or denial notification of your request for accommodations.

If you request accommodations with ARRT, but do not submit your documentation to Paradigm Testing or decide you wish to test without accommodations, you may go ahead and schedule your exam appointment.

Once ARRT receives your information, we'll send you instructions (including a 10-digit alpha/numeric authorization 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 to Paradigm Testing.

If Paradigm Testing denies your request, you have the option to appeal their decision.

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, then choose the option for earning an ARRT credential. 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 state 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