To request test accommodation for a disability covered by the Americans with Disabilities Act as amended in 2008:

1.) Read the Documentation Guidelines carefully.
   Share them with the professional who will be preparing your documentation.

2.) Complete this form in full. Read and sign the Authorization (Section F) below.

3.) Attach documentation of your disability and your need for accommodation.
   Be sure your documentation includes the information listed in the Documentation Guidelines.
   Include supporting documentation (i.e., school records, records of prior testing accommodations, medical records, lab reports, etc.) as necessary to support your request.
   INCOMPLETE DOCUMENTATION WILL DELAY PROCESSING OF YOUR REQUEST

4.) Be sure that:
   - All information you submit is typed or printed. Material from evaluators must be on official letterhead.
   - All documents must be in English. You are responsible for providing certified English translations of foreign-language documentation.
   - You include documentation of your functional impairment in activities beyond test-taking.

4.) Send your completed ABIH Test Accommodation Request Form and supporting documentation WITH YOUR APPLICATION FOR THE CERTIFICATION EXAM BY THE NORMAL APPLICATION DEADLINE (February 1/August 1) to:

AMERICAN BOARD OF INDUSTRIAL HYGIENE
6005 West St. Joseph, Suite 300
Lansing, MI 48917

**Section A. Biographical Information**

Name: ________________________________________________

Last First Middle Initial

Address: ________________________________________________

Street City/State/Zip Code

Telephone: ____________________ ____________________________

Day Evening

Email Address: ______________________________
Section B. Nature of Disability

Indicate the nature of your disability, the year it was first professionally diagnosed, and the date of your most recent evaluation. (Select all that apply):

Disability
_____ Vision
_____ Physical
_____ ADHD
_____ Learning
_____ Psychological
_____ Hearing
_____ Other (Specify:_________)

First diagnosed ___________    Most recent evaluation _____________

Section C. Previous Accommodations

Have you previously received test accommodations? _____ Yes    _____ No
If yes, provide name of examination, test date, and accommodations received:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Have you previously received educational accommodations? _____ Yes    _____ No
If yes, provide name of school, applicable dates, and accommodations received:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Have you previously received workplace accommodations? _____ Yes    _____ No
If yes, provide name of employer, applicable dates, and accommodations received:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Section D. Requested Accommodations

Select all that apply.

_____ Additional time
_____ Reader or screen reader software
_____ Sign language interpreter (for spoken directions and candidate questions only)
_____ Trackball mouse
_____ Enlarged font
_____ Separate test room
_____ Other equipment or accommodation (Please explain: ____________________________)

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Section E. Personal Statement

Please describe how your disability impacts your daily life. Attach additional pages if necessary.

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Section F. Authorization

By signing below, I attest that the information I have provided on this request form is accurate, true, and correct to the best of my knowledge. I agree to and authorize the release of this information to ABIH for use in determining eligibility for the requested accommodation in testing. I understand that ABIH reserves the right to verify any and all information in my application. Therefore, I understand and agree that my failure to provide accurate, true, and correct information shall constitute grounds for rejection of my request for this accommodation in testing.

Signature: ________________________________________  Date: __________________________

Your request will be reviewed upon approval to sit for the ABIH examination and receipt of all relevant materials as described above. You will receive a decision by written notification from ABIH. For reasons of confidentiality, information regarding the granting or denial of test accommodations will not be released by telephone.

If you have any questions, please contact the Certification Program Manager, Ron Drafta, at rdrafta@abih.org

April 2017