



Center for Guardianship Certification  
 PO Box 5704, Harrisburg, PA 17110-5704  
 (717) 238-4689  
[www.guardianshipcert.org](http://www.guardianshipcert.org)



## Special Accommodation Request for Examination

*In compliance with The Americans with Disabilities Act (ADA), Public Law 110-325, the Center for Guardianship Certification (CGC) determines and approves "reasonable accommodations" for applicants with disabilities that may affect their ability to take required examinations. It is the applicant's responsibility to notify CGC of alternative arrangements needed. CGC is not required by the ADA to provide special accommodations if they are unaware of your needs. The information required below and any documentation regarding your disability and your need for accommodation in testing will be considered strictly confidential and will not be shared with any outside source without your express written permission.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Disability: \_\_\_\_\_

Accommodations Requested: \_\_\_\_\_

\_\_\_\_\_

*I certify under penalty of perjury that the foregoing is true and correct.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Requirements for Special Accommodations Request:

If your disability is observable and your request does not involve modifying examination procedures, but is limited to wheelchair space, special seating or equipment needs, it may not be necessary to obtain professional verification.

You are required to submit documents from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to CGC on the letterhead stationary of the authority or specialist and must include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title, and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist
- Professional license or certification number of the medical authority or specialist.

If you have previously been granted special testing accommodations by an organization that required documentation to verify your disability, CGC may accept a copy of the verification, provided that you submit the name, address, and telephone number of the medical authority, specialist, or learning institution that prepared the documentation.