Testing Policy for Candidates with American with Disabilities Act (ADA) Identified Disabilities (PA1.2a)

All ADA accommodation requests for testing must be communicated and approved by the TEEX Certification Office prior to or on the first day of class. Formal documentation must be provided by the candidate (such as a doctor's note or a letter from his/her company's Human Resource Department) to the Certification Office prior to making arrangements.

1. Accommodations are provided for those candidates who qualify under the Americans with Disabilities Act (ADA) as disabled. Candidates seeking special accommodation requests must submit formal documentation (such as a letter from the doctor or a letter from his/her company's Human Resource Department) to the Certification Office. The documentation submitted should not be older than five years. All accommodation requests must be approved on or before the first day of class.

2. If the request is approved, candidates will receive one of the following allowable accommodations:
   - The candidate may be tested in a private testing room so he/she can read the questions out loud to him/herself.
   - The test questions may be printed in a larger font (up to 7% larger).
   - The test may be divided in two with up to an hour break in between. The candidate will not have access to the first half of the exam once it has been turned in to the proctor.
   - The test may be copied on off-white paper (i.e., cream colored).
   - The candidate may use highlighters or a highlighter sheet.

3. Any requests for accommodations not listed above must be submitted to the Certification Office two weeks prior to the class start date. The request will be reviewed by the Certification Committee and the candidate will be notified of the decision of the committee.

4. Contact the ESTI Certification Office at 979-862-3398 or estiproboard@teex.tamu.edu for more information.