# Policy Accommodation Form: ADA Request

Fi360 is committed to fair and uniform application of its policies and procedures to all parties. Exceptions are granted when justified by circumstances that can be supported with documentation and where the integrity of the designation program is not compromised.

If a candidate believes any policy presents an undue hardship towards obtaining certification, a special accommodation may be submitted. Examples of special accommodations include…

* Requesting an in-person exam proctor (*see Fi360 In-Person Proctor Request Form*)
* Alternate experience substitution (*see Fi360 Experience Substitution Request Form*)
* **Valid medical, disability, ADA or ESL requests (*this form*)**

Individuals with disabilities covered by the Americans with Disabilities Act must complete this form and have an appropriate licensed professional complete a *Documentation of Disability-Related Needs Form* in order for their accommodations request to be processed.

In most cases of an accommodation being granted, the candidate will be required to secure and schedule a proctor who meets the criteria for an acceptable in-person proctor. In most cases, requests for a time extension will be limited to 150 minutes.

To request an accommodation, complete this form and the signed *Documentation of Disability-Related Needs Form* and return both documents to fi360support@broadridge.com.

|  |  |
| --- | --- |
| **Candidate name** |  |
| **Email address** |  |
| **Accommodation requested** |  |
| **Documentation of the circumstance(s) justifying the accommodation.** | **\*Ensure to attach a *Documentation of Disability-Related Needs Form* that is completed by a professional\*** |
| **Approximate Date of Exam:** |  |
| **Name of Proctor**(if in-person requested) |  |
| **Email Address for Proctor** (if in-person requested) |  |

Please allow up to ten (10) business days for a written decision from Fi360. All decisions are final.