# Policy Accommodation Form: Experience Substitute

Fi360 is committed to fair and uniform application of its policies and procedures to all parties. Exceptions are granted, rarely, only when justified by extraordinary 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 (*this document*)**
* Valid medical, disability, ADA or ESL requests (*see Fi360 ADA Request Form*)

To request an accommodation, complete this form and return to [fi360support@broadridge.com](mailto:fi360support@broadridge.com).

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| **Candidate name** |  |
| **Email address** |  |
| **Accommodation requested** | Experience Substitution (AIF® Designation) |
| **Explanation in favor of the accommodation** |  |
| **Documentation of the extraordinary circumstance(s) justifying the accommodation.** | **\*Ensure to attach separate documentation\***  *Typically, this includes proof of completion of fiduciary or investment trainings, a qualified educational program or qualified references made on the candidate’s behalf (e.g. Letters of Recommendation).* |

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