

Accommodations Application

Contact Information

IIA Global Account Number	
Full Name (first, last)	
Country	
Phone	
E-Mail Address	

Accommodations Requested

Please check the options below that best describe your needs

- Private Room Food/Drink
 Time and a half Private Reader
 Double time Other (please specify below)

* If a reader, private room and/or additional time are requested, a doctor's note (dated within 5 years) is required that specifies the candidate's needs and recommendations for their testing environment. Please **DO NOT SCHEDULE ONLINE** if you are requesting one of these options. We will provide you with a number to an accommodations specialist to schedule your exams.

Our Policy for Accommodations

Once confirmed by The IIA that your accommodations have been approved you must register for an exam before we can send the request to Pearson Vue (PV). If requesting a reader, private room and/or additional time you will need to send an email to us for each registration you submit so that we can send in a new approval. Once PV has approved the accommodations we will provide you with a number to call in order to schedule the additional time, reader etc. If you do not need these specific accommodations then we will handle each situation on a case by case basis and let you know what the next step is.

Other Information

Once completed, please submit your document via the CCMS during the accommodations application process. For additional questions about certification accommodations, please email certaccommodations@theiia.org

Signature _____ Date _____