INTRODUCTION

The International Certified Crop Adviser (ICCA) programs of the American Society of Agronomy (ASA) are the benchmarks of professionalism. The CCA certification was established in 1992 to provide a benchmark for practicing agronomy professionals in the United States. Canada joined the program in 1998 followed by Mexico in 2012 so the ICCA Program is throughout North America.

Certification is the standard by which professionals are judged. The purpose of a certification program is to protect the public and the profession. It is a voluntary professional enhancement to a person's career credentials. Farmers and employers prefer to work with Certified Crop Advisers (CCA) because CCAs have demonstrated they have the commitment, education, expertise, and experience to make a difference in a client's business.

Being certified adds credibility and shows that you are serious about what you do. When you become certified, you join more than 13,000 of your peers in the largest, most recognized agriculturally oriented certification program in North America. This program’s professional standards are widely respected by industry, academia, and government and are referenced in statutes. Once certified you are telling your clients, employer, and the public that you have gone above and beyond to ensure their success.

This document, the CCA Examinee Handbook, provides pertinent information on sitting for the ICCA, CCA Board, and CCA Specialty examinations and how to prepare to take the exams on-line with a remote proctor. Please visit the CCA website at https://www.certifiedcropadviser.org/exams for additional information on the program.

EXAM PROGRAM

The ICCA Board is comprised of member Local Boards across North America. These Boards, either as a single state, province, or a region, help to provide the exams for their respective jurisdictions. Each Local Board has designated content experts or an Exam Committee that works with the ASA to develop exams specific to their geographic area. The ICCA exam also has an Exam Committee composed of experts across North America. ASA staff work with exam committees to develop standardized written exams for assessing qualifications of applicants seeking certification as a CCA and subsequently Specialty certifications.

The CCA Program exam development procedures are designed to provide the following.

- Consistency and standardization across all exams.
- Compliance with accepted standards for credentialing exams.
- Operate and maintain an exam program that is legally defensible.

EXAMS

The CCA exams are administered two times per year and are multiple choice questions with one correct answer that may include tables, figures, or scenarios as part of the question. The ICCA exam has been developed to assess general knowledge and skills in the practice of agronomy. The Local Board exams emphasize the skills and knowledge needed by a CCA practicing within a specific geographic area. The Specialty exams are designed to test advanced knowledge and skills associated with specialty areas within the practice of agronomy.
EXAM SCHEDULE, REGISTRATION AND ADMINISTRATION

The CCA exams are given twice per year, in February and in August. Student exams, associated with colleges and universities, are administered in April. The CCA Program will post the registration period on its website for each exam administration. You must register with the Certification Office to take an exam during the exam administration period.

Registration for exams generally ends 6 to 8 weeks prior to the exam administration. Check the CCA website for dates and registration periods.

- The ICCA Exam is 150 questions and examinees have 2.5 hours to take the exam.
- Local Board exams have 100 questions and are 2.0 hours in length.
- Specialty exams have a varying number of scenario-based questions (between 50 and 75) and the exams are 2 to 3 hours in length, dependent upon the exam.

All exams are now administered via internet-based testing (IBT) and are remotely proctored.

NOTICE TO SCHEDULE THE EXAM

While registration takes place and closes 6 to 8 weeks prior to the exam, examinees will receive a Notice to Schedule (NTS) from the CCA Program approximately 10 to 14 days prior to the start of the exam window (the exam window is the period of time in which the exam can be taken).

The NTS will provide all of the information that is needed to schedule the day and time that you want within the exam window. If you have registered to take two exams, you will receive two separate emails.

When you receive the NTS, please verify that all your information is correct. Check to make sure that the name on the NTS matches EXACTLY the name on your government issued picture ID that you will need to use to check in to the exam with the remote proctor. Also make sure that your ID is valid (not expired).

If any information does not match or is incorrect, contact the CCA Program immediately to correct the error. You will NOT be able to take your exam if your ID does not match exactly what the NTS shows.

Your NTS will provide a URL that will allow you to schedule your exam AND will also be needed to gain access to your exam. Keep the URL somewhere that you can access it easily on the day and time you take your exam.

As part of the scheduling process, you will be asked to fill out a profile that will be used for the online testing. Part of this process will include providing a password that you will use during this process. You need to remember your password, please write it down and keep in a safe place. You will need it to log into your exam.

Password Requirements:

- Must be at least 8 characters long.
- Must contain a number.
- Must contain one of the following symbols: ! @ # $ % ^ & * ( ) +
GENERAL SCHEDULING GUIDELINES

- You must schedule a minimum of 24 hours prior to taking the exam.
  o HOWEVER: IF you schedule less than 24 hours before your chosen appointment time, you will be charged a $5 on-demand proctor fee.
- If you are taking 2 exams, please make sure you have enough time between exams, i.e., do not schedule them back to back.
- You use the URL that the Certification Office sends to you to schedule your exam.

TAKING THE EXAM

- Follow the instructions in the Examinee Scheduling Guide in Appendix A.
- You may log in 15 minutes before your exam appointment, however the proctor may not necessarily be there until the appointment time.

CANCELING AND RESCHEDULING GUIDELINES

- You may cancel or reschedule your exam day/time you need to do so PRIOR to your originally scheduled exam time beginning.
  o HOWEVER: IF you cancel or reschedule less than 24 hours before your appointment time, you will be charged $5 late cancellation fee.
- IF you do not reschedule, you will be marked as a No Show and will forfeit your exam fees.

For additional and more detailed information about the scheduling process (including screen shots), please also refer to the Examinee Scheduling Guide provided by CMS and Examity in Appendix A.

SECURITY INFORMATION

The ICCA Board takes exam security very seriously and supports those policies that work to protect the integrity of the exams and their content. Cheating is a serious violation of the Code of Ethics and will be dealt with as laid out in the CCA Policy and Procedures Manual. Internet based testing (IBT) and remote proctoring require several security measures to ensure the integrity of the exams. Two standard security practices are verifying the identity of the test taker and maintaining vigilance of an examinee during the exam, as well as having video documentation of each exam event.

Privacy is also important, and the ICCA Board has designed the exam program to minimize where your personal information is used to the extent possible.

You will need to show a valid government issued ID to the Proctor.

The proctoring company, Examity, uses commercially suitable physical, electronic, and managerial procedures to safeguard and secure the information they collect. This includes the use of background checks, a virtual operating environment with data collected and stored in a secure environment with firewall, encryption, site monitoring and inclusion detection. Examity limits any personal identifiable information to staff who need that information to do their jobs.

Examity is a U.S.-based company. However, some of the proctors work out of proctoring centers that are not located in the U.S. If you are uncomfortable showing your entire driver’s license to the
proctor, you may cover up the birthdate, driver’s license number, and address on their driver’s license. The Proctor must be able to see your picture, name, and expiration date of the ID.

You will be monitored and recorded while taking the exam.
You will be asked by Examity to acknowledge that your webcam and computer screen may be monitored and viewed, recorded, and audited to ensure integrity of the exams. You will also be asked to acknowledge that such data, along with your test answers, will be stored, retrieved, analyzed and shared with the test sanctioning body, in our discretion, to ensure the integrity of the exams.

- **How will the video be used?** The video will be used by the proctor to determine if there are any violations or suspect incidences during the exam that would indicate that the examinee is breaching exam security. Once the exam is complete, the video is also viewed by an auditor as a second check in exam security.
- **Who will have access to the video?** As stated above an auditor at Examity will view the video once the exam is complete. If there are any incidences that the auditor feels are suspect, they will flag the video noting time stamps where the incidence(s) occurred. The Assessment Specialist for the ICCA exam program is then notified, and they will watch the video to determine if there is reason to suspect cheating or other actions that would indicate a breach of exam security.
- **How long are the video recordings kept?** If there are no flags on the video, the video is deleted after 30 days. If there is a significant flag that would indicate cheating or other breach of exam security, the video is kept for a year since it would be included as documentation for the violation.
- **Test Taker Rights** – You may refuse to be videoed; this is your right. However, this will result in your inability to take the exam(s).

**EXAM ACCOMMODATIONS INFORMATION**

The Americans with Disabilities Act (ADA) ensures that individuals with disabilities have the opportunity to fairly compete for and pursue such opportunities by requiring testing entities to offer exams in a manner accessible to persons with disabilities. When needed testing accommodations are provided, test-takers can demonstrate their true aptitude.

Examinees wishing to request special accommodations under the American with Disabilities Act (ADA) must apply to the Certification office a minimum of 60 days prior to the beginning of the exam administration that the examinee is seeking accommodation. Examinees must complete an Exam Accommodations Request Form and submit it to the Certification Office in Madison, WI either online or by mail. This form can be found on the CCA website at: https://www.certifiedcropadviser.org/exams

**Further information regarding Accommodations can be found in Appendix B of this document.**
Appendix A – CMS/Examity Examinee Scheduling Guide

TESTWise™

Examinee
Scheduling Guide
Registering For Your Exam and Scheduling a Proctor

IMPORTANT: There are system verification steps on pages 3 and 5. These need to be performed from the location where you will take your exam, using the same Windows or Mac OSX computer that you will use to take your exam, and using the latest version of Chrome (https://www.google.com/chrome), Firefox (https://www.mozilla.org/firefox/new), or Edge (https://www.microsoft.com/edge).

NOTE: Chrome is the most compatible. Do not use Safari or Internet Explorer.

To schedule an exam, browse to the URL provided by your test sponsor and follow the on-screen instructions. Once you have completed your profile, you will see a screen similar to this:

Click “Schedule Proctor”. This will open the Examity proctoring portal in a new web browser tab. You will use the portal to schedule a proctor for your exam.

HINT: You cannot sign-in directly to Examity’s proctoring portal. You must always use the original registration URL provided by our test sponsor to login to ‘CMS TESTWise’, and then click the appropriate button, which will open the Examity proctoring portal in a new web browser tab.

Your name, email address, phone number and time zone will be synchronized with Examity so you can simply schedule a proctor and take your exam. Click “Make appointment” in the Examity portal:
On the schedule proctor page, perform the following steps 1 through 4:

**Step 1** Choose your exam from the dropdown list.

**Step 2** Choose a month and day.

**Step 3** Choose a time.

**Step 4** Click ‘Schedule’, and then click ‘OK’ to confirm you want to schedule that date/time.

Once you have scheduled a proctor, click the following link to verify your computer and internet meet the minimum requirements for Examity to proctor your exam. It is **important** to perform the check from the location where you will take your exam, and use the same computer you will use to take your exam, which must be a Windows or Mac OSX computer (no tablets), using Chrome, Firefox, or Edge (do not use Internet Explorer or Safari). If you are unable to do so now, you can use the following link to perform the verification later.


**Note:** A ‘Ready’ status for the webcam and microphone mean the hardware is present in your computer. It does not mean they are operational. You should verify both are operational before your exam day. Also, if anything says ‘Not Ready!’ or if your bandwidth is too slow, you will need to make any needed adjustments before you take your exam. Your bandwidth must be at least 2Mbps down and 2Mbps up (10Mbps down and 3Mbps up are recommended). View your bandwidth at: [http://www.speedtest.net](http://www.speedtest.net)

When you are done scheduling your proctor and verifying your computer and internet, close the Examity web browser tab. The TESTWise screen will show your scheduled appointment date. If the appointment date is not displayed, click “Refresh Exam List”.
Steps to Complete Prior to Test Day

IMPORTANT: You will NOT be sent a meeting number or a meeting appointment. Instead, on the day you take your exam, you will click the “Connect to proctor” link to automatically connect to your proctor.

Before your appointment date/time, use the computer that you will use when you take your exam; use Chrome (https://www.google.com/chrome), Firefox (https://www.mozilla.org/firefox/new), or Edge (https://www.microsoft.com/edge); do not use Safari or Internet Explorer; verify Zoom runs correctly. Do the test from the location where you will take your exam. The following link is a sample meeting to verify you can launch Zoom on your computer and that your firewall allows a connection:

https://zoom.us/test

NOTE: Once you successfully join a sample meeting, you can close the meeting program. If you have any troubles installing Zoom or connecting to the sample meeting, then you will need to work with your IT department to resolve the issues, or use a different computer and/or testing location.

These standard rules apply when you take your exam, unless your test sponsor has waived any of the rules (in which case the proctor will already be notified in advance of the changes).

1. You must show the proctor a valid (not expired) government issued photo ID. You will be required to hold the ID in front of your webcam. The proctor will need to clearly see both your name and photo.
2. You must be alone in the room.
3. Your desk and area around the desk must be clear. The proctor will ask you to do a complete 360 degree room pan and desk sweep with your webcam to ensure your workspace is clear of any materials unauthorized by your test sponsor. (No papers, post-it’s, books, electronic devices, phones, drinks, etc.)
4. Your computer must be connected to a power source.
5. You must use a laptop or desktop computer running Microsoft Windows or Mac OSX (no tablets).
6. The only software that is allowed to run on your computer is the Zoom Meeting, and the web browser where you are logged in to Examity’s proctoring portal.
7. You can only use one display. If you have a second display, it must be unplugged.
8. You cannot leave your seat.
9. You cannot use headphones or a phone during the exam.
10. You cannot talk except when communicating with the proctor.
11. You must have a webcam, microphone, and speakers, which must function and remain on the entire time.
12. The proctor must be able to see you for the duration of the exam.

ToDo: Using the computer that you will use to take your exam and from the location where you will take your exam, browse to https://www.speedtest.net and make sure you have at least 2Mbps down and 2Mbps up (10Mbps down and 3Mbps up are recommended). No one should stream video over the internet while you are taking your exam. Also, make sure your computer has installed all updates before the day of your exam.
Taking Your Exam

IMPORTANT: The time you spend connecting to the proctor and going through the authentication process does NOT count towards your exam time. The exam time starts when you see the first question.

To take your exam:

1. Use a Windows or Mac OSX desktop or laptop computer (not a phone, tablet, or Chromebook)
2. Use Chrome, Firefox, or Edge. Chrome is the most compatible. **Do not use Safari or Internet Explorer.**
3. Log into ‘CMS TESTWise’ ([https://delivery.itemexperts.com](https://delivery.itemexperts.com)) up to 30 minutes before your scheduled appointment date/time.
4. **If popup blockers are enabled, they must be disabled in order to connect to the proctor.**
5. Click the green ‘Start Exam’ button. (Hint: If you cannot click ‘Start Exam’, click ‘Reschedule Exam’ to open the Examity proctoring portal. Then proceed to step #6.)
6. The Examity proctoring portal will open in a new web browser tab.
7. Click “Begin scheduled exam” and then click “Connect to proctoring”, which notifies Examity that you have arrived. **If you have an issue connecting with a proctor, call 1-855-392-6489 or click “Live Chat” for proctor support.**

**IMPORTANT:** The soonest the proctor will arrive is **15 minutes** before your appointment, however, the proctor may not arrive until your appointment time. When the proctor arrives, a Zoom Meeting will be automatically launched. The proctor will come online and provide all remaining instructions to begin your exam. A proctor usually proctors two appointments simultaneously. If you talk to the proctor
during your exam, it may take a few minutes for them to respond if they are helping the other candidate.

**Cancelling and Rescheduling Your Exam**

You can cancel or reschedule your exam anytime up until your appointment date/time. If you cancel or reschedule less than 24 hours before your appointment time, you will be charged a $5 late cancellation fee, payable the next time you schedule a proctor.

To cancel or reschedule:

1. Login to ‘CMS TESTWise’ ([https://delivery.itemexperts.com](https://delivery.itemexperts.com)).
2. Click the appropriate button to reschedule or cancel:

![Image of CMS TESTWise interface](image)

3. The Examity proctoring portal will open in a new web browser tab.
4. Click “Change appointment”

![Image of Examity proctoring portal](image)

5. Follow the on-screen instructions.

When you are finished in the Examity portal, close the Examity browser tab. Click ‘Refresh Exam List’ in the ‘CMS TESTWise’ screen to see any changes that occurred in Examity's proctoring portal. If you rescheduled, you will see your updated appointment time. If you cancelled, the three buttons will change to a ‘Schedule Proctor’ button and you will be able to schedule a proctor at your convenience (provided you still meet the test sponsor’s eligibility requirements).
Customer Support

For help with all issues:

Email: delivery.support@itemexperts.com
Phone: +1 435-395-8313

For expedited help after clicking “Begin scheduled exam” (step 7 on page 5 under “Taking Your Exam”):

Phone: +1 855-392-6489
Email: support@examity.com
Live Chat: Click on “Live Chat” located at the top and bottom of the Examity proctoring portal page.
Appendix B – Exam Accommodations

The CCA Program follows standard practices for accommodations and adheres to the American with Disabilities Act (ADA) guidelines for testing accommodations. Please refer the ADA document on Testing Accommodations, which can be found on the ADA website using the following link: https://www.ada.gov/regs2014/testing_accommodations.html

Determining Accommodations

The first step in the process of requesting exam accommodations is to determine what type of accommodations are needed. You will be required to fill out and submit a Testing Accommodations Request Form for any requested accommodations. The amount of information that you will be asked to provide will depend on the type of accommodation being requested.

- **Medical Devices** - These do not require exam delivery accommodations but do require notification.
  - Pre-approval is required, and documentation must be submitted to the Certification Office for the following so that a note is in the remote proctor’s file.
    - Insulin pump
    - Glucose monitor
    - Hearing aid/cochlear implant
    - Any other device that would need to be on the desktop or used during the exam.

- **Minor Accommodations** (minor accommodations do not affect how the exam is delivered)
  - Pre-approval is required, and documentation must be submitted to the Certification Office.
    - Health needs may be conditions related to epilepsy, immune function, circulation, respiration, etc.
    - Minor accommodations such as special lighting, breaks where the exam clock is not stopped for medication, for a snack, etc.

- **Accommodations**
  - Form must be submitted to the Certification Office with the required documentation for the requested accommodation. Examples include, but are not limited to:
    - Extended testing time.
    - Breaks where the exam clock is stopped for medication, restroom, etc.
    - Screen magnification.
    - Alternate test format (e.g., paper/pencil, large print).
    - Assistance for hard of hearing or low vision.

Completing the Exam Accommodations Request

The ICCA Program requires that a Testing Accommodations Request Form be submitted no less than 60 days prior to the exam administration that the examinee is registering for. The Request has three sections that must all be completed before accommodations can be considered. The Certification Office will respond to the Request as soon as possible, but within 7 to 10 business days, to allow ample time for additional questions/documentation and for the examinee to be able to prepare for the exam.
The Testing Accommodations Request Form is comprised of 6 Parts as shown below. Please make sure that each Part is filled out fully.

- Part 1. Examinee Information.
- Part 2. Exam Information.
- Part 3. Accommodations Information.
- Part 4. Examinee History.
- Part 5. Disability Documentation.

A fillable pdf version of the Request form is available on the CCA website at https://www.certifiedcropadviser.org/files/certifiedcropadviser/exams/exam-accommodations-fillable-request-form-.pdf. You can fill in the information and print that form for submission. Alternatively, the Request is also located at the end of this Appendix and can be printed and filled out. Please print legibly. If we cannot read your writing it will delay consideration of your request.

**Documentation of Disability**

Documentation of your disability is needed to provide evidence of current limitations to physical or mental functions that would support the need for accommodations. Therefore, the documentation submitted should be detailed and provide a narrative of specific limitations that support a request for accommodations.

- Documentation must be submitted on official letterhead from qualified professionals that are licensed or otherwise properly credentialed and possess expertise in the disability for which modifications or accommodations are sought.

- Clinical evaluations must be performed by a licensed/certified or otherwise qualified professional with credentials appropriate to diagnose and treat the disability (i.e., physician, psychologist, or specialist). Information about the qualified professional's area of specialization and professional credentials, including certification and licensure, should be clearly delineated in the documentation that is provided.

- Disability documentation must be detailed and specific. Documentation for all disabilities should describe the extent of the disability, the criteria for the diagnosis, the diagnosis, the type and length of treatment and the recommended accommodation. Terms such as “problems,” “deficiencies,” “weaknesses,” “differences” and “learning disability” are not the equivalent of a diagnosed specific disability (such as ADHD, Dyslexia, Multiple Sclerosis, etc.).

- For a temporary disability, the documentation should clearly indicate the impact of the disability as well as the anticipated length of the recovery.

- Documentation should be no more than 3 years old.

- Appropriate documentation will be dependent upon the disability and the type of testing accommodation being requested

- Proof of past testing accommodations (also see below).

- An applicant’s statement of his or her history regarding testing accommodations.
Using Previously Approved Accommodations

The Certification Program will approve accommodations for a calendar year. If you were approved for accommodations in the past year, you may notify the Certification office that you wish to use the previously approved accommodation again. The Certification office will work with you to provide those accommodations again.

Submitting your Exam Accommodations Request Form and Supporting Documentation

Signature Block: – please carefully read the signature block, the text of the signature block is below.

Remember you must request accommodations at least 60 days prior to the exam administration for which you are requesting accommodations.

You may either email or send the Request to the ASA/SSSA Certification Office using the information below.

Please mark your Request package as Confidential.

Email (preferred): testingaccommodations@sciencesocieties.org

Mail/UPS/FedEx:
ASA/SSSA
Testing Accommodations
5585 Guilford Road
Madison, WI 53711
The American Society of Agronomy (ASA) and the Soil Science Society of America (SSSA) complies with the Americans with Disabilities Act including changes and amendments. ASA and SSSA will make reasonable accommodations for applicants with disabilities. Applicants are responsible for any costs incurred in obtaining the required diagnosis and documentation for an accommodation recommendation.

Examinees wishing to request special accommodations under the American with Disabilities Act (ADA) must apply to the Certification office a minimum of 60 days prior to the beginning of the exam administration that the examinee is seeking accommodation. Examinees must complete this Testing Accommodation Request Form and submit it to the Certification office in Madison, WI either online or by postal service.

Please complete all six parts of the form. Incomplete requests with insufficient information or documentation will result in delaying the processing of your request.

Part 1. Examinee Information.
Part 2. Exam Information.
Part 3. Accommodations Information.
Part 4. Examinee History.
Part 5. Disability Documentation

The Certification Office will acknowledge receipt of your accommodations request via email to the address that you provide or that we have on file. If you do not receive a message acknowledging our receipt of your request within a few days of submitting your request, please contact the Certification Office.

The Certification Office will respond to your request within 7 to 10 business days of receipt. Upon review of your submission, you will be advised of the accommodations that will be provided or you may be asked for additional documentation. If additional documentation is requested, a timeframe for receipt of that information will be discussed.
Part 1. Examinee Information

First Name:__________________  Last Name:______________________________
Street Address:________________________________________________________
City:____________________________  State/Province:________________________
Postal Code:______________________  Country:___________________________
Telephone Number: ______________ Email: _____________________________
Date of Birth: ___________________

Part 2. Exam Information

What exam(s) are you taking?

☐ ICCA Exam  ☐ CCA Board Exam  ☐ CCA Specialty Exam
☐ Soil Science Fundamentals Exam  ☐ Soil Professional Practice Exam

Which Board or Specialty Exam? __________________________________________

Part 3. Accommodations Information

What is the disability that you are requesting accommodations for?

Please describe any equipment, devices, food, medication, etc. (due to a medical condition).
Check the applicable boxes regarding the requested accommodation(s).

☐ Breaks/amount of time requested (indicate #per hour and length): ______________________

☐ 25% Additional Testing Time (time and 1/4)

☐ 50% Additional Testing Time (time and 1/2)

☐ Other Additional Testing Time

☐ Alternate Test Format - Paper/Pencil

☐ Screen Magnification/Brightness/Color

☐ Other – please specify: _______________________________________________________

Part 4. Accommodation History

History - List examinations for which you have been provided accommodations and provide supporting information. If you have been approved by ASA/SSSA within the last year please provide the date and exam that was approved, you will not need to resubmit documentation. If it has been longer than 1 year, please include current documentation in Part 5 of this document, below.
Part 5. Disability Documentation

Appropriate and current documentation must accompany this request for accommodation. There is a checklist provided below to help ensure that the required documents are being submitted. Please attach any letters, evaluations, recommendations, etc. to this Exam Accommodations Request Form in support of your request.

Documentation Checklist - See Appendix A in the Handbook for a more detailed listing of supporting documentation.

☐ Detailed statement describing the disability including the severity, and justification for the requested accommodations.

☐ Comprehensive medical and/or psychological evaluation on letterhead from a qualified professional for evaluating the disability and severity including a) a description of the functional limitations of the disability, b) specific recommendations for testing accommodations, including why these specific accommodations are needed, and c) if the documentation is greater than 1 year old, a written confirmation from a qualified professional that the disability is still actively being managed.

☐ Copies of supporting documentation stating the details of past granted accommodations provided by a university (educational institution (if applicable) or medical professional. This would include student disability/accessibility services at an educational institution or medical/psychological specialist.

Part 6. Authorization and Signature of Examinee

By signing below, I affirm that

-- To the best of my knowledge, the information that I am submitting on this form and any attached documentation is true and accurate.

-- I acknowledge that the information being submitted herein or being submitted on behalf of myself is confidential to the ASA/SSSA Certification Office and will not be shared with anyone else unless expressly authorized by me in writing.

-- I understand that I authorize the ASA/SSSA Certification Office to obtain additional information from entities or professionals that have evaluated or treated my disability if needed to determine whether a requested accommodation is warranted and appropriate. I authorize such entities and professionals to provide the ASA/SSSA Certification Office with the requested information.

Examinee Signature: ____________________________ Date: ______________

Printed Name: ___________________________________________
You may either email or send the Request to the ASA/SSSA Certification Office using the information below.

Please mark your Request package as Confidential.

**Email (preferred)**: testingaccommodations@sciencesocieties.org

**Mail/UPS/FedEx:**
ASA/SSSA
Testing Accommodations
5585 Guilford Road
Madison, WI 53711