



# ACCOMMODATIONS CHECKLIST

## **How to Request Accommodations for National Registry Examinations**

The National Registry wants to ensure that all candidates receive a fair and unbiased opportunity to demonstrate their knowledge, skills, and abilities related to EMS. To ensure that each candidate receives a fair opportunity to test, the National Registry offers reasonable and appropriate accommodations for persons with documented disabilities. The National Registry recognizes that each disability is unique to the individual, and all National Registry decisions regarding reasonable accommodations are evaluated on a case-by-case basis. The National Registry complies with the Americans with Disabilities Act (ADA).

# HERE'S HOW TO DO IT:

1. **REVIEW POLICY:** Review the National Registry's Accommodations policy.
2. **NATIONAL REGISTRY ACCOUNT:** To be approved for accommodations you must have an account with the National Registry. If you need to create an account, visit [nremt.org](http://nremt.org), click the "Log in/Register" button, and then select "Create an Account" to get started.
3. **CREATE AN EXAMINATION APPLICATION:** To create a new examination application you must:
  - A. In your account, click on "Create a New Application."
  - B. Select the application level you wish to complete: EMR, EMT, AEMT, or Paramedic.

**Note:** Do not pay the examination fee until AFTER you receive the results of your accommodations request.
4. **COMPLETE THE QUESTIONNAIRE:** Complete and sign the Accommodations Questionnaire.
5. **COLLECT SUPPORTING DOCUMENTS:** Candidates must provide reasonable documentation that will enable the National Registry to determine the nature of the candidate's disability and his or her need for the requested testing accommodation. Supporting documents may include:
  - A. A letter from an appropriately credentialed professional, such as an educational psychologist. The letter must be written on official letterhead, dated, and signed, and include the following information:
    - The diagnosis of your disability.
    - Disability symptoms.
    - Recommendations for accommodations.
  - B. A psychological evaluation, signed comprehensive assessment report, and accompanying standard scores.
  - C. Evidence of previously approved accommodations from schools or other organizations.
  - D. A personal statement written by you describing your disability and its impact on your daily life and educational functioning.

**Note:** For a smooth process candidates should share this information with relevant parties, including diagnosing healthcare specialists and organizations that provided prior accommodations, in order to help candidates gather and submit appropriate documentation to support their requests. Also note that some accommodations requests may require additional documentation.
6. **Submit Information:** Email the Questionnaire and all supporting documents to:  
[accommodations@nremt.org](mailto:accommodations@nremt.org).
7. **Response:**
  - A. Allow a minimum 30 days for processing. Missing or incomplete documentation may result in delays.
  - B. An email with a letter indicating the results for your request will be sent to you.
    - The letter will provide detailed instructions on what to do next.
    - Do not schedule your examination until you have received this letter. If you do, you will not receive your accommodations and will need to reschedule.
8. **Questions:** Please email us at [accommodations@nremt.org](mailto:accommodations@nremt.org).

