



# Accommodations Check List

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

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 the National Registry's policy** on accommodations here: [NREMT Accommodations Policy](#)
  2. **If you already have a National Registry account, go to step 3.** If you don't have an account, click here: [Create an Account](#). You must have an account with the National Registry to be approved for accommodations.
  3. **Create an exam application.** If you haven't already done so, complete an application to take an exam:
    - a. In your account, click on "Create a New Application."
    - b. Select the application level you wish to complete: EMR, EMT, AEMT, or Paramedic.
    - c. Do not pay the exam fee until **AFTER** you receive the results of your accommodations request.
  4. **Complete the questionnaire.** Complete and sign the Accommodations Questionnaire. Click here: [Accommodations Questionnaire](#)
  5. **Get your supporting documentation\*** from your healthcare specialist and other relevant parties. These documents include:
    - a. A letter from an appropriately credentialed professional, such as an educational psychologist, with (1) the diagnosis of your disability, including the DSM/ICD code or IDEA eligibility statement, (2) specific disability symptoms, and (3) recommendations for accommodations.
      - i. This information should be written on professional letterhead, dated, and signed.
    - 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
- \* Candidates requesting accommodations should share this information with relevant parties, including healthcare specialists who made their disability diagnoses as well as organizations that provided them with prior accommodations, in order to help candidates gather and submit appropriate documentation to support their accommodations requests. Also note that some accommodations requests may require additional documentation.
6. **Email** the Questionnaire and all supporting documents to the National Registry: [accommodations@nremt.org](mailto:accommodations@nremt.org)
  7. **Wait patiently.** Please allow at least 30 days. If we do not receive the appropriate documentation, the process may be delayed.
  8. **Watch for our email.** We will send you an email with a letter indicating the results of our review of your accommodations request.
    - a. The letter will provide detailed instructions on what to do next, including how to schedule your exam with granted accommodations.
    - b. Please do not schedule your exam until you have received this letter. If you do, you will not receive your accommodations and will need to reschedule.
  9. **Questions?** Please email us at [accommodations@nremt.org](mailto:accommodations@nremt.org).