



# VTNE<sup>®</sup> Accommodations Guide

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Applying for Exam Accommodations



# Accommodations

The AAVSB offers exam accommodations for candidates who qualify in accordance with the U.S. Americans with Disabilities Act Amendments Act of 2008 (ADAAA) or the Canadian Human Rights Act. A thorough review of the required documentation will be used to determine eligibility.

## Accommodation Application (United States Residents)

Candidates residing in the United States must submit a completed Accommodations Application (U.S.). Section I must be completed in full by the candidate. ***Incomplete documentation will not be reviewed.*** Section II must be filled out in full by a licensed healthcare provider. In addition to the completed sections I & II, candidates must submit supporting documentation, which could include the following:

- College letter
- Diagnostic report
- IEP
- 504 plan

All documents may be securely uploaded through your AAVSB portal under My Documents.

Access the [Accommodations Application \(United States\) here](#).

## Accommodation Application (Canadian Residents)

Candidates residing in Canada must submit a completed Accommodations Application (Canada). Section I must be completed in full by the candidate. ***Incomplete documentation will not be reviewed.*** Section II must be filled out in full by a licensed health care provider. All documents may be securely uploaded through your AAVSB portal under My Documents.

Access the [Accommodations Application \(Canada\) here](#).

## Commonly Requested Accommodations

Below are some of the most commonly requested accommodations available for test takers with disabilities or health-related needs. If you need to request accommodations other than those listed below, you'll need to describe them in your Accommodation Application.

- Extra time
- Separate room
- Reader (human or screen)
- Talk/read questions aloud

Some accommodations don't require an accommodations application. See the list of [Pre-Approved Comfort Aids](#).

## Accommodation Review

Accommodation applications may take up to two weeks to review. You may not schedule an accommodated examination until you receive an approval letter from the AAVSB.

You can email the AAVSB at [accommodations@aavsb.org](mailto:accommodations@aavsb.org) if you wish to remove your accommodation request and schedule a standard exam.

If you did not indicate a need for accommodation(s) during your VTNE application, you must email [accommodations@aavsb.org](mailto:accommodations@aavsb.org) before scheduling your exam. Your accommodation request will be considered a late request. The AAVSB will review requests received at any time; however, **late requests cannot be guaranteed to meet scheduling deadlines.**

Should your accommodation(s) application not be approved, you may resubmit your request with additional supporting documentation.

## Accommodation Applications and Retaking the VTNE

Should you need to retake the VTNE, the same accommodations documents previously submitted to the AAVSB may be used to request accommodations for the retake, for up to **three years**. All applications and letters from healthcare providers must be dated within the past **three years** to remain valid.