

REQUEST FOR ACCOMMODATIONS FOR THE NCLEX® EXAMINATION

Accommodation requests include assistance such as extra time, a separate room or reading assistance. All accommodation requests must be made in advance so that the necessary arrangements can be made. To allow sufficient time to secure the required documentation, it is recommended that you notify the Board, in writing, six months prior to the date you wish to take the NCLEX® examination.

Documentation required must include the following:

1. A letter from the applicant that includes information regarding the specific type of disability involved, the specific type of accommodations requested, and the applicant's contact information.
2. A letter from the applicant's nursing education program administrator stating that accommodations of the same type that the applicant is requesting were provided to the applicant during the nursing education program, unless the disability occurred after the completion of the program.
3. Documentation submitted to the Board directly from a qualified professional with expertise in the area of the diagnosed disability, on the professional's letterhead including:
 - recent reports, diagnostic test results, interpretations of test results, evaluations and assessments of the applicant demonstrating the need for accommodations due to a disability that substantially limits one or more major life activities; and
 - information regarding the history of the disability, its impact on the applicant's ability to function, and past accommodations granted to the applicant, if any.

The National Council of State Boards of Nursing may grant accommodations for the examination related to the applicant's disability. Your request will be forwarded to the National Council of State Boards of Nursing for review and approval. You will be notified whether your request is approved, along with your authorization to test (ATT). If you have questions about accommodations, please contact the Licensure Unit at (614) 466-3947 or by e-mail at licensure@nursing.ohio.gov