

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 to allow sufficient time to secure the required documentation. Candidates who wear medical devices that are attached to the body (i.e. insulin pump, TENS Unit, Spinal Cord Stimulator) must contact the Board for further information. 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. This letter must be uploaded at the time the online application is submitted.
2. A letter submitted directly from the applicant's nursing education program administrator indicating what accommodations, if any were provided to the applicant during the nursing education program, unless the disability occurred after the completion of the program. The documentation from the school must be sent directly to the Board via email at accommodations@nursing.ohio.gov or by fax to (614) 466-0388, Attention: Accommodations.
3. Current documentation (within the past year) submitted directly to the Board from a qualified professional with expertise in the area of the diagnosed disability, on the professional's letterhead stating:
 - the applicant's current disability diagnosis;
 - recommendations for NCLEX testing accommodations appropriate for the diagnosed disability (i.e. time and a half, private room); and
 - the professional may include documentation such as recent reports, test results, evaluations and assessments of the applicant's need for accommodations; and may include information regarding the history of the disability and past accommodations granted to the applicant, if any.

Accommodation requests based on anxiety or phobia must be supported by a specific and professionally recognized diagnosis found in the Diagnostic and Statistical Manual of Mental Disorders (DSM).

The documentation from the qualified professional must be sent directly to the Board via email at accommodations@nursing.ohio.gov or by fax to (614) 466-0388, Attention: Accommodations.

The recommendation from the qualified professional will be the basis for the recommendation. Your request will be forwarded to the National Council of State Boards of Nursing for review. You will be notified whether your request is approved, along with your authorization to test (ATT) via an email from Pearson VUE.

If you have questions about accommodations, please email accommodations@nursing.ohio.gov.