

CMA (AAMA) Certification/Recertification Examination Request for Special Accommodations Form

Instructions: Read and complete this form and mail it by the appropriate postmark deadline with the required documentation and your application for the CMA (AAMA) Certification/Recertification Examination to:

Lee Rumpel
Director of Certification
AAMA
20 N. Wacker Dr., Ste. 1575
Chicago, IL 60606

AAMA Certifying Board Policy on Special Provisions for Disabled Persons

Provisions for disabled persons shall follow the Americans with Disabilities Act (ADA) guidelines.

Disabled persons who require special provisions on exam day must request such exceptions in writing at the time the application is submitted and must check the box on the application which asks if the candidate is requesting special accommodations. Documentation that establishes the applicant as a disabled individual must accompany the application. (No late requests will be accepted from any applicant.)

While the Certifying Board will make every effort to fulfill special accommodation requests, it reserves the right to deny or postpone requests which are not submitted as specified below or which, in the judgment of the Certifying Board, would jeopardize the security of the exam material or the integrity of scores derived from the exam.

The following documents are submitted with my application for this examination:

- § A formal diagnosis by a skilled evaluator (e.g., a psychologist)
- § The credentials and documentation of the expertise of the evaluator providing the documentation referenced immediately above
- § Specific findings in support of the diagnosis
- § Current functional limitations
- § Explanation of the specific requests for special accommodations (e.g., extra time)

I have read this form and am submitting it with the required documentation:

Full name (printed)

Signature

Date: _____

Day phone: _____

E-mail address (if any): _____

Address/City/State/ZIP: _____