

# FTCE/FELE PROGRAM

Florida Teacher Certification Examinations/Florida Educational Leadership Examinations  
(866) 613-3281 (toll free) or (413) 256-2893

## Requesting Alternative Testing Arrangements

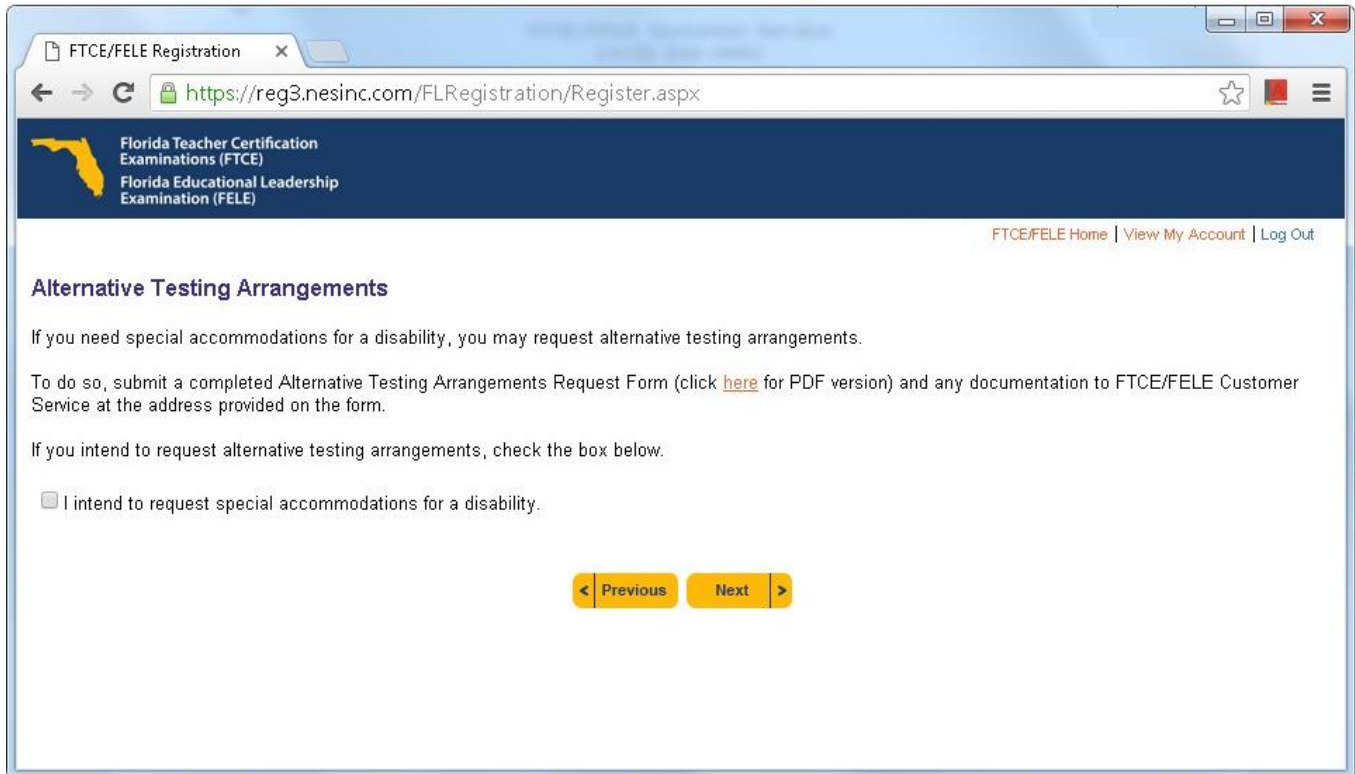
1. Indicate that you intend to request alternative testing arrangements during registration. If you do not indicate that you plan to request alternative testing arrangements at this point in the registration process, you will not be able to proceed with scheduling an appointment with alternative testing arrangements, which could result in a delay of your desired testing date.
2. Submit an Alternative Testing Arrangements Request Form, stating the specific alternative testing arrangements you are requesting. (You must submit a new form every time you register to test.)
3. Submit all required documentation, on official letterhead stationery (including physician name, address, and telephone number), from a medical doctor or licensed psychologist (including license number). The documentation must
  - describe and attest to your specific disability and how it substantially limits one or more major life activities.
  - contain an interpretation and summary of test data used to document the disability, dated within the past 3 years.
  - be dated within the past 3 years when first presented. FTCE/FELE Customer Service keeps your documentation on file for 3 years after it is received.
  - contain recommendations for alternative testing arrangements specifically related to the disability.
4. You will be notified via email about the resolution of your request for accommodations approximately 1 week after receipt of your complete request. Up to two business days later, you will be contacted by the ADA Coordinator at Pearson VUE to schedule your appointment.
  - If any portion of your request has been resolved as incomplete, the correspondence will provide options on how you may complete your request. A request may be resolved as incomplete because no documentation was received to support the requested accommodation(s).
  - If any portion of your request has been resolved as denied, the correspondence will describe the reason for the denial and include information about how to appeal the denied resolution. A request may be resolved as denied because the requested accommodation fundamentally alters the measurement of the skills that the examination is intended to test.

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## Declaring Intent to Request Alternative Testing Arrangements

Step 4 of the registration process asks the candidate to declare his/her intent to request Alternative Testing Arrangements, if applicable, as shown in the below screenshot. The candidate may access the Alternative Testing Arrangements Request Form by selecting the “click here” link on the registration page.



The screenshot shows a web browser window with the URL <https://reg3.nesinc.com/FLRegistration/Register.aspx>. The page header includes the Florida Teacher Certification Examinations (FTCE) and Florida Educational Leadership Examination (FELE) logo and navigation links: FTCE/FELE Home | View My Account | Log Out.

### Alternative Testing Arrangements

If you need special accommodations for a disability, you may request alternative testing arrangements.

To do so, submit a completed Alternative Testing Arrangements Request Form (click [here](#) for PDF version) and any documentation to FTCE/FELE Customer Service at the address provided on the form.

If you intend to request alternative testing arrangements, check the box below.

I intend to request special accommodations for a disability.

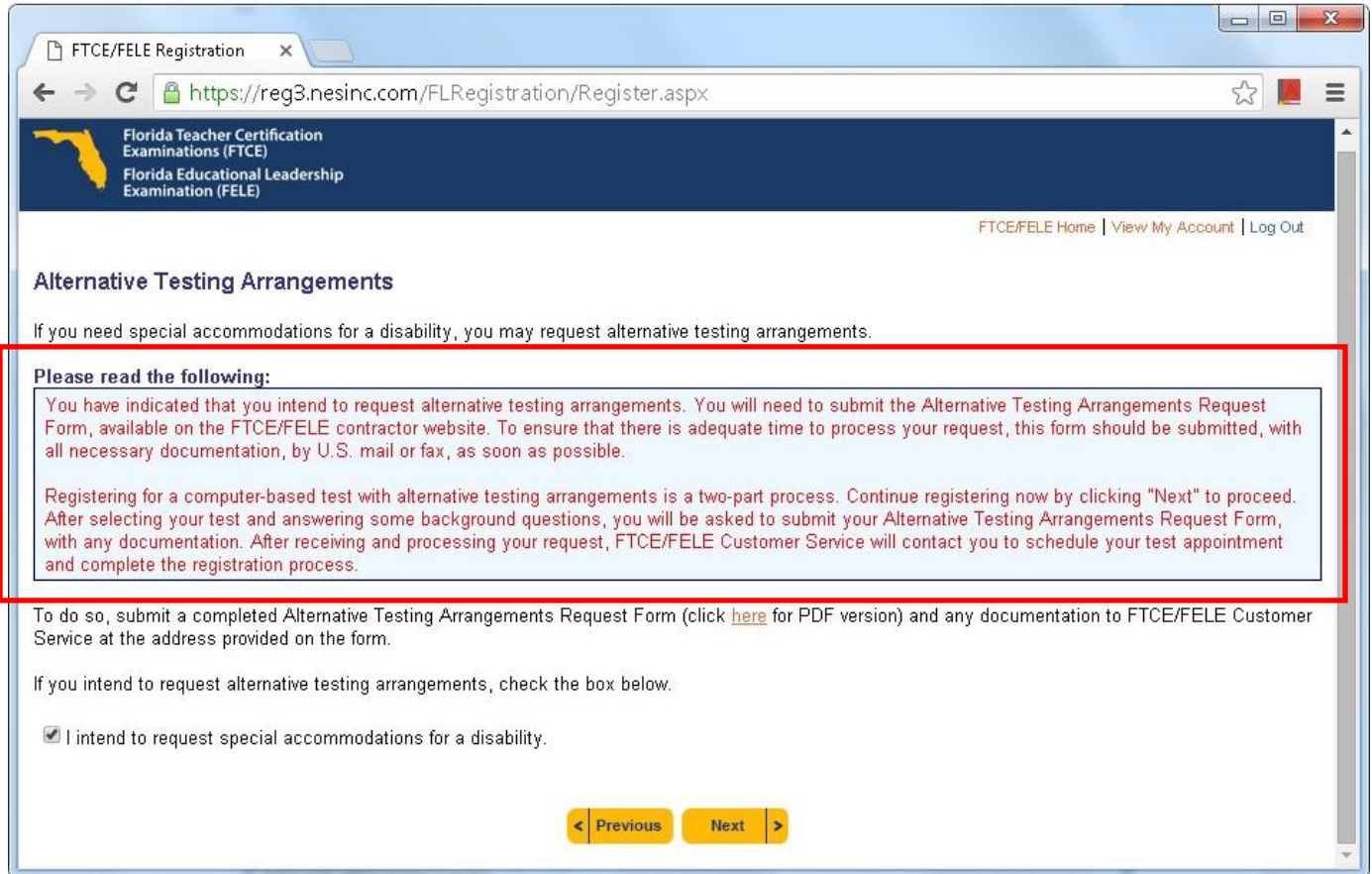
Navigation buttons: < Previous, Next >

If the candidate wishes to request accommodations, he or she must select “I intend to request special accommodations for a disability.”

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When the candidate clicks "Next" to proceed, the below text box appears which instructs the candidate to submit the Alternative Testing Arrangements Request Form along with supporting documentation. The candidate must click "Next" once more to proceed.



FTCE/FELE Registration x

https://reg3.nesinc.com/FLRegistration/Register.aspx

Florida Teacher Certification Examinations (FTCE)  
Florida Educational Leadership Examination (FELE)

FTCE/FELE Home | View My Account | Log Out

### Alternative Testing Arrangements

If you need special accommodations for a disability, you may request alternative testing arrangements.

**Please read the following:**

You have indicated that you intend to request alternative testing arrangements. You will need to submit the Alternative Testing Arrangements Request Form, available on the FTCE/FELE contractor website. To ensure that there is adequate time to process your request, this form should be submitted, with all necessary documentation, by U.S. mail or fax, as soon as possible.

Registering for a computer-based test with alternative testing arrangements is a two-part process. Continue registering now by clicking "Next" to proceed. After selecting your test and answering some background questions, you will be asked to submit your Alternative Testing Arrangements Request Form, with any documentation. After receiving and processing your request, FTCE/FELE Customer Service will contact you to schedule your test appointment and complete the registration process.

To do so, submit a completed Alternative Testing Arrangements Request Form (click [here](#) for PDF version) and any documentation to FTCE/FELE Customer Service at the address provided on the form.

If you intend to request alternative testing arrangements, check the box below.

I intend to request special accommodations for a disability.

< Previous Next >

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## Sample Approved Alternative Testing Arrangement Request

TO: sample@email.com

SUBJECT: FTCE/FELE Resolution of Alternative Testing Arrangements Request

### FLORIDA TEACHER CERTIFICATION EXAMINATIONS/FLORIDA EDUCATIONAL LEADERSHIP EXAMINATIONS RESOLUTION OF ALTERNATIVE TESTING ARRANGEMENTS REQUEST

Date: January 7, 2016

Test Name and Code: General Knowledge test (825-828)

ID: XX-XXXX-XXXX

Dear Examinee:

Your Alternative Testing Arrangements Request Form for the FTCE/FELE has been received and processed.

Please note that some minor modifications to the testing environment do not require approval prior to testing. All candidates are permitted to take breaks to use the restroom, take medication, etc. Any time taken for these breaks is considered part of the candidate's available testing time.

The following alternative testing arrangement(s) have been **approved** and will be available at your test appointment:

**You will be allowed an extension of testing time, up to time and a half, to complete your test.**

You will be contacted by the ADA Coordinator at Pearson VUE within the next two business days to schedule your appointment. Please be prepared to provide the following information:

- Test center preference
- Dates when you would be available to take your test(s) (Your first choice date may not be available, so please identify several options before you call to schedule your appointment.)
- Payment information

If you need to schedule an appointment to test as soon as possible, you may contact Pearson VUE at (800) 466-0450, Monday–Friday, 7:00 a.m.-7:00 p.m. CST. You will need to identify yourself as a candidate with approved accommodations in order to ensure your accommodations are appropriately applied to your appointment. Additionally, if you need to make a change to your appointment once scheduled, you must contact Pearson VUE at (800) 466-0450 to ensure that any approved accommodations are applied to your new test appointment.

Please note: You must submit an Alternative Testing Arrangements Request Form with each registration. Evaluation Systems will keep your documentation on file for three years. If you register for subsequent dates within that timeframe, you need to submit only a completed Alternative Testing Arrangements Request Form for review, as long as your condition and the recommended accommodations have not changed.

If you have questions regarding this information or if you have not been contacted to schedule your appointment within two business days of receiving this email, please contact the FTCE/FELE program at:

FTCE/FELE Program

Evaluation Systems

Pearson

P.O. Box 660

Amherst, MA 01004-9008

Internet [www.fl.nesinc.com](http://www.fl.nesinc.com)

Phone: (866) 613-3281 or (413) 256-2893

Fax: (413) 256-7075

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## Sample Incomplete Alternative Testing Arrangement Request

TO: sample@email.com  
SUBJECT: FTCE/FELE Resolution of Alternative Testing Arrangements Request

FLORIDA TEACHER CERTIFICATION EXAMINATIONS/FLORIDA EDUCATIONAL LEADERSHIP EXAMINATIONS  
RESOLUTION OF ALTERNATIVE TESTING ARRANGEMENTS REQUEST

Date: January 7, 2016  
Test Name and Code: General Knowledge - Reading (827)  
ID: XX-XXXX-XXXX

Dear Examinee:

Your Alternative Testing Arrangements Request Form for the FTCE/FELE has been received and has been processed as indicated below.

### INCOMPLETE REQUEST(S)

**Extra Time** – Your documentation did not include a recommendation for the requested accommodation(s).

You may choose to:

**Take the FTCE/FELE without accommodation.** You may schedule an appointment by logging into the FTCE/FELE Contractor Website, [www.fl.nesinc.com](http://www.fl.nesinc.com), with your username and password and follow the instructions provided to register. You should not indicate you intend to request special accommodations for a disability.

OR

**Provide additional documentation in support of your INCOMPLETE request(s).** Please refer to "Registering for Alternative Testing Arrangements" section of the FTCE/FELE Contractor Website for more information.

If you have questions regarding this information, please contact the FTCE/FELE program at:

FTCE/FELE Program  
Evaluation Systems  
Pearson  
P.O. Box 660  
Amherst, MA 01004-9008  
Internet [www.fl.nesinc.com](http://www.fl.nesinc.com)  
Phone: (866) 613-3281 or (413) 256-2893  
Fax: (413) 256-7075

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## Sample Denied Alternative Testing Arrangement Request

TO: sample@email.com  
SUBJECT: FTCE/FELE Resolution of Alternative Testing Arrangements Request

FLORIDA TEACHER CERTIFICATION EXAMINATIONS/FLORIDA EDUCATIONAL LEADERSHIP EXAMINATIONS  
RESOLUTION OF ALTERNATIVE TESTING ARRANGEMENTS REQUEST

Date: January 21, 2016  
Test Name and Code: General Knowledge - Reading (827)  
ID: XX-XXXX-XXXX

Dear Examinee:

Your Alternative Testing Arrangements Request Form for the FTCE/FELE has been received and processed.

Please note that some minor modifications to the testing environment do not require approval prior to testing. All candidates are permitted to take breaks to use the restroom, take medication, etc. Any time taken for these breaks is considered part of the candidate's available testing time.

The following alternative testing arrangement(s) have been **denied**:

**Reader for General Knowledge Reading** - Requested accommodation fundamentally alters the measurement of the skills which the examination is intended to test.

You may:

**Take the FTCE/FELE without accommodation.** You may schedule an appointment by logging into the FTCE/FELE Contractor Website, [www.fl.nesinc.com](http://www.fl.nesinc.com), with your username and password and follow the instructions provided to register. You should not indicate you intend to request special accommodations for a disability.

If you wish to appeal the DENIED request(s) for alternative testing arrangements noted above, please refer to the "Registering for Alternative Testing Arrangements" section of the FTCE/FELE Contractor Website and scroll down to view "Appeal of Denial of Request for Alternative Testing Arrangements" to find instructions on how to submit your appeal.

If you have any questions regarding this information, please contact the FTCE/FELE program at:

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