

# EMP Request for Accommodations Form

EMA will provide reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities who request and demonstrate the need for accommodation. Please submit this form so it is received by the EMA Certification Department at least 30 days in advance of the test date, and provide the required documentation if requesting an accommodation.

Once the request for an accommodation is received and reviewed, the applicant may be contacted to obtain additional information. EMA will determine the feasibility of any accommodation, including the specific accommodation requested by the applicant/participant, taking into account all relevant circumstances including, but not limited to: the nature of the documented disability; the nature of the accommodation; and the accommodation's impact on the certification examination.

## Applicant Information

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Initial/Name	Last Name
<input type="text"/>		
Street Address/PO Box		
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State/Province	Zip/Postal Code
<input type="text"/>	<input type="text"/>	
Country	Personal Email Address (required)	
<input type="text"/>	<input type="text"/>	
Home Phone Number (with area code)	Mobile Phone Number (with area code)	

## Special Testing Accommodations

I request special accommodations as follows (check all that apply):

- Special seating or other physical accommodation (please specify):
- Extended testing time (please specify amount of time):
- Other (please describe):

Signature

Date

# EMP Request for Accommodations, contd.

## Professional Evaluation

Professional evaluation must have been made no earlier than three (3) years prior to application

I have evaluated \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ in my capacity as a \_\_\_\_\_ . I have been informed of the nature of the examination to be administered. It is my opinion that because of this candidate's disability as described below he/she should receive the special testing accommodations requested above.

Description of disability (please attach supporting documentation):

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*Documentation of the requested accommodation must include documentation of need provided by an appropriate, licensed medical doctor, healthcare practitioner or other relevant professional on the professional's letterhead. The documentation must include the candidate's name and address as well as the diagnosis of the disability, history of previous accommodations, and specific request(s) for accommodations.*

<input type="text"/>		<input type="text"/>
Professional's Name		Credentials
<input type="text"/>		
Street Address/PO Box		
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State/Province	Zip/Postal Code
<input type="text"/>	<input type="text"/>	
Professional License # and State of Issue	Email Address (required)	
<input type="text"/>	<input type="text"/>	
Professional's Signature	Date	

Submit this form to: Attention: Certification Department  
**Energy Management Association**  
1518 K Street, NW, Suite 503  
Washington, DC 20005  
Phone 202.737.1334  
[info@energymgmt.org](mailto:info@energymgmt.org)  
[www.energymgmt.org](http://www.energymgmt.org)