



APPEAL FORM FOR DENIED ACCOMMODATIONS

You may appeal an accommodation decision if any or all of your requested accommodations were not approved. Complete the information below and sign the release statement at the end of the section.

Appeal requests are generally more effective if they include 1) a reason for appeal, and 2) additional documentation beyond what was included with the original request.

SECTION 1: CANDIDATE’S IDENTIFYING INFORMATION

For which test are you requesting accommodations?

First Name: _____ Last Name: _____

ID Number: _____ Date of Birth: ___ / ___ / ___ Age: _____

Address: _____

City: _____ State/Province/Territory: _____ ZIP/Postal Code: _____

Phone Number: (___) _____ - _____ Email: _____

Additional person(s) you permit Credentia Accommodations Team to contact on your behalf regarding this request.

Name: _____ Relationship: _____

Phone Number: _____ Email: _____

Dates this authorization is valid from: _____ to _____

Candidate’s Signature: _____ Date: _____

If you are under 18, a parent or guardian must also sign.

Parent/Guardian’s Printed Name (if Candidate is under 18): _____

Parent/Guardian’s Signature (if Candidate is under 18): _____

Date Signed: _____

SECTION 3: REQUESTED ACCOMMODATIONS

Please indicate what accommodations you are requesting, and provide a rationale for each:

Accommodation 1: _____

Rationale 1: _____

Accommodation 2: _____

Rationale 2: _____

Accommodation 3: _____

Rationale 3: _____

Accommodation 4: _____

Rationale 4: _____

Email this appeal form to accommodations@credentia.com

Questions? Call us at (800) 475-8302