



NCLEX TESTING ACCOMMODATIONS REQUEST INSTRUCTIONS

SPECIAL ACCOMMODATION INFORMATION

The Indiana State Board of Nursing works with the National Council of State Boards of Nursing (NCSBN) to provide NCLEX testing accommodations to qualified candidates with documented disabilities in accordance with the [Americans with Disabilities Act](#) (ADA) of 1990.

Disability is defined in the American Disability Act with respect to an individual as a “physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.” Major life activities in general, include, but are not limited to, “caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.”

REQUIREMENTS

To request testing accommodations, applicants must submit the following:

1. A signed letter identifying the diagnosis **or** Form A - completed by a qualified healthcare provider with expertise in the area of the diagnosed disability or interpretation of results.
2. A signed letter **or** Form B - completed by the applicant’s Nursing program identifies the accommodations provided during nursing school. If no prior testing accommodations were provided, the applicant might so indicate by signing the bottom of Form B.
3. A signed letter of request **or** Form C - completed by the applicant with a statement to explain the nature of the disability and the specific accommodation(s) being requested.

Forms for all three required documents are provided in this packet. The applicant, healthcare provider, and nursing program representative may also each provide their required information in signed letters instead. Applicants are solely responsible for any costs may incur in obtaining the required documentation.

Applicants may submit all the documents online via MyLicense, by email to pla2@pla.in.gov, or by mail to the Indiana Professional Licensing Agency, 402 W Washington St, W072, Indianapolis, IN 46204.

OTHER INFORMATION

It is the applicant’s responsibility to notify the Board of needed alternative arrangements. To facilitate the review of the request, an applicant should submit all the request forms/letters and required documentation at the onset of the application process.

Please allow adequate time to obtain all relevant documents for processing by Board. Upon receipt and review of all necessary documents, Board staff may contact you with questions or request you provide additional documentation to support your request. All requests will be considered on a case-by-case basis.

In order to grant testing accommodations, the Board must submit documentation to NCSBN after the initial reviewing process. Applicant must complete their NCLEX registration and pay the exam fee to Pearson Vue before such a procedure can occur.

Accommodations will not be provided at the examination site unless all required information is received, processed and the accommodation has been granted as listed on the Authorization-to-Test (ATT) prior to the test date.

Do not schedule an appointment to take the NCLEX until accommodations have been granted and listed on the ATT or you have received a finalized approval or denial of your accommodation request from a staff member.

Any modifications to granted accommodations must be submitted in writing with applicable documentation in a timely manner for processing and approval by the Board. If a test date has been set, the Exam appointment must be unscheduled before any modification can occur. If an ATT was granted prior to such modifications request, the ATT shall be retracted, and a new ATT will be issued with updated accommodations.

On reexamination, applicants will receive the same accommodations as initially granted unless requesting a change in the accommodation originally provided. Any modifications to the original request require the submission of a new accommodation request and applicable documentation.

If you have questions about requesting testing accommodations documentation, please visit us online at www.pla.in.gov or contact us by phone at (317) 234-2043 or by email at pla2@pla.in.gov.