

interNational Association of Lighting Management Companies® (NALMCO®)

CSLC Candidate Handbook

February 2012



NALMCO®
THE STANDARD FOR LIGHTING MANAGEMENT QUALITY SINCE 1953





Table of Contents

Introduction	1	Misconduct	4
Independent Testing Agency	1	Copyrighted Examination Questions	4
Nondiscrimination Policy	1	Detailed Content Outline	5
About the Examination	1	Practice Examination	5
Examination Fees	1	Timed Examination	5
Examination Administration	1	Candidate Comments	6
Holidays	2	Following the Examination	6
No Refunds	2	Scores Cancelled By NALMCO® or AMP	6
Scheduling an Examination	2	If You Pass the Examination	6
Rescheduling or Canceling an Examination	2	If You Do Not Pass the Examination	6
Assessment Center Locations	2	Duplicate Score Report	7
Special Arrangements for Candidates with Disabilities	2	Confidentiality	7
Telecommunication Devices for the Deaf	3	Maintaining Certification	7
Missed Appointments and Cancellations	3	Suspension or Revocation of Certification	7
Inclement Weather, Power Failure or Emergency	3	NALMCO® Code of Ethics	7
Taking the Examination	3	Official Application	9
Identification	3	Request for Special Examination Accommodations	11
Security	3	Documentation of Disability-Related Needs	12
Examination Restrictions	4		

Questions About Certification

Questions regarding certification, eligibility or payment should be directed to:

interNational Association of Lighting Management Companies®
1255 SW Prairie Trail Parkway
Ankeny, Iowa 50023
Phone: (515) 334-1073
Fax: (515) 334-1174
Website: www.nalmco.org

How to Contact AMP

Questions regarding registration for examination should be directed to:

Applied Measurement Professionals, Inc.
18000 W. 105th Street
Olathe, Kansas 66061
Phone: (913) 895-4600
Fax: (913) 895-4650
Website: www.goAMP.com

Introduction

The interNational Association of Lighting Management Companies® (NALMCO®) is an organization of lighting management companies and lighting professionals dedicated to delivering services, information and industry relationships for the benefit of its members and their customers.

Independent Testing Agency

NALMCO® has contracted with Applied Measurement Professionals, Inc. (AMP) to assist in the development, administration, scoring and analysis of the Certified Sustainable Lighting Consultant (CSLC) examination. AMP, located in the greater Kansas City area, is a leading provider of licensing and certification examinations for professional organizations.

Nondiscrimination Policy

NALMCO® and AMP do not discriminate among candidates on the basis of race, color, creed, gender, religion, national origin, disability, marital status, sexual orientation or gender identity.

About the Examination

(The CLMC® is a prerequisite for the CSLC)

Definition: A CSLC certified individual will be familiar with the concepts surrounding sustainability and how they relate to lighting systems at all phases of implementation.

Sustainability meets the needs of the present without compromising the ability of future generations to meet their own needs.

Certified Sustainable Lighting Consultant (CSLC)

The purpose of the Certified Sustainable Lighting Consultant (CSLC) program is:

- To raise the professional standards of the lighting management industry by giving special recognition to those individuals who, by passing suitable examination and fulfilling prescribed standards of performance and conduct, have demonstrated a high level of technical competence and knowledge, as well as ethical fitness for holding key positions in the industry.
- To make available to members of the lighting management industry, on a voluntary basis, a procedure for recognition of personal and professional achievement.
- To make the public more conscious and aware of qualified, ethical and professional individuals representing the lighting management industry.

- To identify persons who have elevated their expertise to providing and maintaining sustainable lighting systems and continually improving their knowledge of technological advances.
- To encourage members of the industry to participate in a continuing program of professional development.

It is not the intent of the Certification board to determine who shall or shall not practice as a sustainable lighting consultant. The board specifically disclaims any intention to interfere with or limit in any way the professional activities of anyone in the practice of lighting management consultant, only that such individual has not fulfilled the requirements for CSLC or has not applied for such recognition.

Persons wishing to advance their career in the lighting management industry may consider sitting for the Certified Sustainable Lighting Consultant (CSLC) certification examination. Prerequisites for the examination include the following:

- Applicant must pledge in writing to adhere to the interNational Association of Lighting Management Companies® (NALMCO®) Code of Ethics.
- Applicant must be a current CLMC®.

Examination Fees

CSLC Application/Certification (good for approximately three years) Fee: \$500 Members/\$1,000 Non-Members

CSLC Retake Fee: \$300 Members/\$600 Non-Members

CSLC Recertification Fee: \$300 Members/\$600 Non-Members

You must submit the appropriate fee with a complete examination application. Payment may be made by credit card (VISA, MasterCard or American Express), cashier's check or money order made payable to NALMCO®.

Examination registration fees are not refundable or transferable and expire in one year.

Examination Administration

Examinations are delivered by computer at over 170 AMP Assessment Centers geographically located throughout the United States. There are no application deadlines and you may submit a registration form and fee at any time. You are allowed four attempts per year and must wait a minimum of 30-days between attempts. The examinations are administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m. Available dates will be indicated when scheduling your examination. Candidates are scheduled on a first-come, first-served basis.

Holidays

The examinations are not offered on the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day (and the following Friday)
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

No Refunds

Fees are nonrefundable.

Scheduling an Examination

Once eligibility has been confirmed by NALMCO®, AMP will send you a postcard and an email with a Web site address and a toll-free telephone number for use in scheduling an examination appointment. An email will only be sent if an email address was provided.

There are two ways to schedule your examination appointment.

1. **Online Scheduling:** Go to www.goAMP.com at any time and select "Candidates." Follow the simple, step-by-step instructions to choose your examination and schedule your appointment.
2. **Telephone Scheduling:** Call AMP at (888) 519-9901 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday, and 8:30 a.m. to 5:00 p.m. on Saturday.

If you contact AMP by 3:00 p.m. Central Time on...	Depending on availability, your examination may be scheduled as early as...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

If special accommodations are being requested, complete the *Request for Special Examination Accommodations* form included in this handbook and submit it to AMP at least 45 days prior to the desired examination date.

Rescheduling or Canceling an Examination

If you are unable to test as scheduled you may reschedule your examination once at no charge online at www.goAMP.com or by calling AMP at (888) 519-9901 at least two business days prior to a scheduled computer administration. The following schedule applies.

If your examination is scheduled on...	You must contact AMP by 3 p.m. Central Time to reschedule the examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

- If you wish to reschedule a second time, appear more than 15 minutes late for an examination and cannot be seated, or fail to report for your scheduled examination, a new, complete application/certification fee is required to reapply for examination.
- If you cancel your examination after confirmation of eligibility is received, you will forfeit the application and all fees paid to take the examination. A new, complete application/certification fee is required to reapply for examination.

Assessment Center Locations

AMP Assessment Centers have been selected to provide accessibility to the most candidates in all states and major metropolitan areas. A current listing of AMP Assessment Centers, including addresses and driving directions, may be viewed at AMP's website located at www.goAMP.com. Specific address information will be provided when you schedule an examination appointment.

Special Arrangements for Candidates with Disabilities

NALMCO® and AMP comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities.

Wheelchair access is available at all Assessment Centers. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements. To request special accommodations, complete the *Request for Special Examination Accommodations* and *Documentation of Disability* forms included in this handbook and submit the completed forms with your application form and fee. Please inform AMP of your need for special accommodations when calling to schedule your examination.

Telecommunication Devices for the Deaf

AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 a.m. to 5:00 p.m. (Central Time) Monday-Friday at (913) 895-4637. This TDD phone option is for individuals equipped with compatible TDD machinery.

Missed Appointments and Cancellations

You will forfeit the examination registration and all fees paid to take the examination under the following circumstances:

- You wish to reschedule an examination but fail to contact AMP at least two business days prior to the scheduled testing session.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.

A complete application form and application/certification fee is required to reapply for the examination.

Inclement Weather, Power Failure or Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center.

You may visit AMP's website at www.goAMP.com prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification regarding rescheduling or reapplication procedures.

If power to an Assessment Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will remain intact, but for security reasons the questions will be scrambled.

Taking the Examination

Your examination will be given by computer at an AMP Assessment Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Assessment Center no later than your scheduled testing time. Look for the signs indicating AMP Assessment Center Check-in. **IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME, YOU WILL NOT BE ADMITTED.**

Identification

To gain admission to the Assessment Center, you must present two forms of identification, one with a current photograph. Both forms of identification must be valid and include your current name and signature. You will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as the primary form of identification, but are acceptable as the secondary form if they include your name and signature.

You must have proper identification to gain admission to the Assessment Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.

Security

NALMCO® and AMP maintain examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room.



- Calculators are permitted for the CSLC examination. Only silent, hand-held, solar or battery-operated calculators, without paper tape-printing capabilities or alphabetic keypads may be used.
- No guests, visitors or family members are allowed in the examination room or reception areas.
- No personal items, valuables, or weapons should be brought to the Assessment Center. AMP is not responsible for items left in the reception area.
- No hats and/or large coats are allowed in the examination room.

Examination Restrictions

- Pencils will be provided during check-in.
- Use of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- You will be provided with a reference guide and one piece of scratch paper to use at a time during the examination. You must return both the reference guide and the scratch paper to the proctor at the completion of testing, or you will not receive a score report. No documents or notes of any kind may be removed from the examination room.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores may be invalidated and examination fees will not be refunded.

Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular phones, PDAs;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Assessment Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else; or
- are observed with notes, books or other aids.

Copyrighted Examination Questions

All examination questions are the copyrighted property of NALMCO®. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

Detailed Content Outline

CERTIFIED SUSTAINABLE LIGHTING CONSULTANT CONTENT OUTLINE

	Items
1. DEFINITIONS / TERMINOLOGY Terminology needed to discuss all aspects of sustainability. Terms should come from all other content areas.	10
2. MANUFACTURING / TRANSPORTATION / PACKAGING Local purchasing & manufacturing and the effects on packaging, transportation costs, raw material purchasing / processing, combined process plants, etc.	5
3. LIFE CYCLE COSTS Life expectancy, replacement costs, changes in technology, changes in use of space, etc.	5
4. ENERGY CALCULATIONS Calculations of energy saved from improvements, including the effect on other systems (HVAC etc.)	20
5. LUMEN DELIVERY SYSTEMS Use of different light sources including consideration of lighting environment and its effect on tenant comfort, productivity, lost time, etc.	20
6. CONTROL SYSTEMS Control requirements and opportunities, including integrating lighting controls with other systems controls to maximize lighting performances in the context of other building systems.	5
7. PRODUCTIVITY / TENANT COMFORT Lighting systems' effects on building inhabitants and their productivity, comfort, lost time. Proper lighting requirements.	10
8. ENVIRONMENTAL / SOCIETAL IMPACTS Equipment raw material content. Energy consumption and carbon footprint, pollutants, safety.	10
9. LIGHT POLLUTION Dark sky issues, including accepted strategies to resolve light trespass concerns.	5
10. DISPOSAL / RECYCLING Disposal and recycling techniques and their effect on the environment (waste stream, air, water). Material re-use and documentation of final disposition.	10

Practice Examination

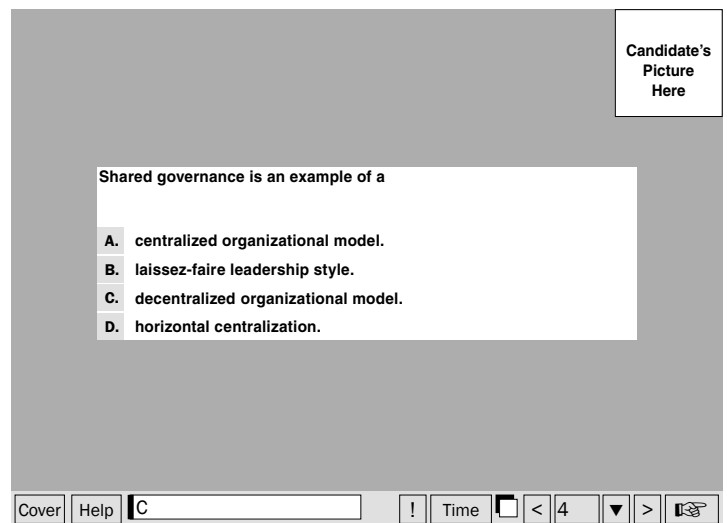
After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your identification number or Social Security number. You will take your photograph which will remain on screen throughout your examination session. This photograph will also print on your score report. Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score.

When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

If you wish to see and practice navigating within the computer-based testing environment before your examination date, a free online computer-based testing tutorial is available. Go to the LXR Store at <http://store.lxr.com> and follow the instructions to access a Sample Web Test.

Timed Examination

Following the practice examination, you will begin the timed examination. Before beginning, instructions for taking the examination are provided on-screen.



The CSLC examination contains 100 multiple-choice items, along with ten nonscored items used for pretesting purposes. Pretesting is accomplished by interspersing new untried items throughout the examination. These items are not scored as part of the candidate's credentialing examination, and they do not affect an individual's pass/fail status. Pretesting is used to collect meaningful statistics about new items that may appear as scored items on future examinations. You will have 2 hours to complete the examination.

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the “Time” box in the lower right portion of the screen or select the Time key to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination. You will have two hours to complete the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination question are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen or select the NEXT key. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon or select the NEXT key to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon or press the NEXT key. When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

Candidate Comments

During the examination, comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

Following the Examination

After completing the examination, you will be asked to complete a short evaluation of your examination experience. Then, you are instructed to report to the examination proctor to receive your score report. Your pass/fail score is reported

in printed form only, in person or by U.S. mail. Scores are not reported over the telephone, by electronic mail or by facsimile.

Your score report will indicate a “pass” or “fail.” Your pass/fail status is determined by your raw score. A raw score is the number of questions you answered correctly.

Scores Cancelled by NALMCO® or AMP

NALMCO® and AMP are responsible for the validity and integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. NALMCO® and AMP reserve the right to void or withhold examination results if, upon investigation, violation of its regulations is discovered.

If You Pass the Examination

If you pass the CSLC examination you may use the CSLC credential. You will receive an official notification letter, a plaque to be displayed and press release from NALMCO® within 30-45 days. You will be invited to attend and be recognized at the NALMCO® Convention and Trade Show. You will be recognized for your achievement in *Lighting Management & Maintenance (LM&M)* magazine.

Certification is valid for three years. If you pass the examination prior to July 1, your certification will expire in three years on December 31. If you pass the examination on or after July 1, your certification will expire in three years and six months.

Certification is for individuals only. The CSLC designation may not be used to imply that a firm is certified and it must always appear in conjunction with the name of the certified individual. The Certified Sustainable Lighting Consultant (CSLC) may display the certification designation with his/her name on his/her company’s letter head, business cards, or on other appropriate advertising materials.

You will be notified about your deadline to recertify in writing by NALMCO®. Be sure to notify NALMCO® of any changes in your address to ensure you receive this notification.

If You Do Not Pass the Examination

If you do not pass the examination, you will receive an official notification letter from NALMCO® within 30-45 days. You are allowed four attempts per year to pass the examination, and must wait a minimum of 30-days between attempts. An application form and examination fee are required for the examination.

Duplicate Score Report

You may purchase additional copies of your results at a cost of \$25 per copy. Requests must be submitted to AMP in writing, within 12 months after the examination date. The request must include your name, ID number, mailing address, telephone number, date of examination and examination taken. Submit this information with the required fee payable to AMP in the form of a money order or cashier's check. Duplicate score reports will be mailed within approximately five business days after receipt of the request and fee.

Confidentiality

Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

Maintaining Certification

The continuing education of sustainable lighting consultants is essential to enable them to respond rapidly to the changing conditions and technology of the industry. To remain certified, a sustainable lighting consultant must accumulate 200 professional credits for each three-year period. Credits can be earned through completion of NALMCO® Certification Committee approved activities such as:

- Participation in NALMCO® educational programs.
- Successful completion of college and university industry related courses.
- Attendance at lighting industry conventions and conferences.
- Participation in education programs of other industry organizations. (Example, NEMA, AEE, IES, BOMA and NECA.)
- Other activities as approved by the Certification Committee, including giving speeches and writing articles on lighting management, and completion of relevant on-line courses. Proof must be shown to relate the program to the lighting management industry.
- Pay three-year recertification fee by December 31 of the expiration year.

Suspension or Revocation of Certification

- If a Certified Sustainable Lighting Consultant does not accumulate the required professional credits through continuing education programs, his/her certification shall terminate upon the expiration date of the plaque issued, unless in the judgment of the Certification Committee extenuating circumstances exist and the deficiency can be readily overcome.
- For failure to abide by the NALMCO® Code of Ethics, certification may be revoked, providing the sustainable lighting consultant so certified shall be offered a hearing by the Certification Committee and notified of the views of the complaint and of the hearing date and location. Notice shall be given in writing at least thirty (30) days in advance of the hearing.
- For improper use of the CSLC designation that states or infers a company, or, company-wide certification or corporate accreditation, the certified individual(s) employed by the offending company shall have their certification revoked by the Certification Committee upon completion of a hearing at which such evidence and testimony shall be presented to substantiate all charges and allegations. Individuals and companies against whom all such complaints have been lodged shall be mailed notice thirty (30) days before the hearing.

NALMCO® Code of Ethics

We recognize that the moral fiber of any organization is only as good as that of each individual member. We endorse and adhere to the NALMCO® Code of Ethics and promote sound and ethical business management practices by:

- Disclosing all payment or allowance of rebates, commissions or discounts, whether in the form of certain purchasers allowances under unlike terms and conditions; or, refraining from the selling of goods or services below cost with the intent of injuring a competitor or of unreasonably restraining trade.
- Using materials and/or methods of installation only in accordance with applicable government laws, rules, and regulations obtained in the territory affected.
- Promoting healthy, free enterprise by never willfully inducing the breach of existing contracts between competitors and their customers by any false or deceptive means whatsoever, or interfering with or obstructing the performance of any such contractual duties or services; or never enticing away the employees of competitors.



- Providing services and products that conform to the samples submitted or to representations made prior to securing the orders, or to secure the consent of the purchasers regarding substitutions.
- Refraining from the defamation of competitors by falsely imputing to them dishonorable conduct, inability to perform contracts, questionable credit standing, or by other false representations, or the false disparagement of the grade or quality of their goods and services.
- Never knowingly aiding or abetting another in the use of unfair trade practices.
- Honestly and professionally communicating with customers to determine their needs and to offer the best choices regarding benefits to them, lighting levels, color, energy savings, safety and thrift; not to overstate, oversell, exaggerate, or high pressure.
- Keeping abreast of industry improvements and changes and keeping customers informed.
- Promoting and aiding research and advancement of lighting technology and promoting the education of employees of the lighting industry.
- Abiding by the bylaws of this organization.



CSLC Official Application

Mail or fax to: NALMCO® - 1255 SW Prairie Trail Parkway, Ankeny, IA 50023

I am applying for the Certified Sustainable Lighting Consultant (CSLC) Examination.

I understand that in order to sit for the CSLC Examination I must be a current NALMCO CLMC®.

Name _____ Date of Birth _____

Title of Present Position _____

Company _____

Office Address _____

Home Address _____

Office Phone/Fax _____

Home Telephone _____

E-mail (required) _____

FEES & PAYMENT OPTIONS:

	NALMCO® Members	Non Members
CSLC Application/Certification Fee	<input type="checkbox"/> \$500	<input type="checkbox"/> \$1,000
CSLC Retake Fee	<input type="checkbox"/> \$300	<input type="checkbox"/> \$600

Payment Methods: Money Order Cashier's Check (made payable to NALMCO®)

VISA MasterCard American Express

Credit Card # _____ Expiration _____

CVV Code _____ Billing Zip _____

Authorization Signature: _____

Please fax or mail your application. Do not e-mail for payment security reasons.

Cancellation/Refund Policies: See page 2 of the candidate handbook.

In completing this application, I fully understand that it is an application for enrollment purposes only. In order to complete registration, I will execute the necessary documents, submit to written examination and supply further information as determined by the NALMCO® Certification Committee. I further understand and by my signature subscribe to the NALMCO® Code of Ethics on pages 7-8 of the candidate handbook with the knowledge that any false statement or misrepresentation that I may take in the course of these proceedings may result in the revocation of this application and the issuance of a complaint of violation of the Code of Ethics.

Signature _____

Date of Application _____

NALMCO®
1255 SW Prairie Trail Parkway, Ankeny, IA 50023
Phone: (515) 334-1073 / Fax: (515) 334-1174
Email: director@nalmco.org / Website: www.nalmco.org

OFFICE USE ONLY

Date Received _____

ID# _____

Score _____

Evaluator _____

Date Approved _____



Request for Special Examination Accommodations

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality. Not all accommodations can be made in a short time frame. You must allow reasonable time for AMP to provide the requested accommodations.

Candidate Information

Social Security # _____ - _____ - _____

Name (Last, First, Middle Initial, Former Name)

Mailing Address

City State Zip Code

Daytime Telephone Number

Special Accommodations

I request special accommodations for the NALMCO® examinations.

Please provide (check all that apply):

- Reader
- Extended testing time (time and a half)
- Reduced distraction environment
- Please specify below if other special accommodations are needed.

Comments: _____

PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with AMP staff my records and history as they relate to the requested accommodation.

Signature: _____ Date: _____

Return this form to:

**Examination Services, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543, Fax (913) 895-4650.
If you have questions, call AMP's Candidate Support Center at (888) 519-9901.**



Documentation of Disability-related Needs

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that AMP is able to provide the required test accommodations.

Professional Documentation

I have known _____ since ____ / ____ / ____ in my capacity as a
Candidate Name Date

Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____ E-mail Address: _____

Date: _____ License # (if applicable): _____

Return this form to:
Examination Services, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543.
If you have questions, call AMP's Candidate Support Center at (888) 519-9901.