

## TESTING ACCOMMODATIONS - ADA CHECKLIST

This checklist is designed to assist in gathering information and preparing material to submit a complete request for accommodations. Use this checklist to complete all information listed below that pertains to the accommodation you are seeking and submit the required forms with your online application.

### STEP 1 – READ AND PREPARE REQUIRED MATERIALS

- Read the [Test Accommodation Guidelines](#)
- Note the filing deadline. Some supporting documentation must be completed by third parties. Care must be taken to plan ahead so that all documentation is available by the filing deadline. Applicants are strongly encouraged to submit applications as soon as they know they will be requesting accommodations so that appropriate action can be taken when making arrangements for any accommodation that is granted.

### STEP 2 – COMPLETE REQUEST FOR TESTING ACCOMMODATION FORM (Form 1)

**Required for all applicants seeking testing accommodations.** *Exception:* Applicants previously granted accommodation by Arizona’s Committee on Examinations and not seeking any change to accommodation previously granted may upload the notification letter in lieu of submitting a new accommodation request, **if accommodation notification stated the accommodation would be valid until a future date and that date is not expired.**

### STEP 3 – COLLECT AND UPLOAD THE COMPLETED TEST ACCOMMODATION FORMS & ALL SUPPORTING DOCUMENTATION INCLUDING OBJECTIVE CLINICAL VALIDATIONS

Submit all of the following forms that are applicable to your request.

- Physical Disability Verification Form (Form 2)**
  - Request and ensure that your physician or other professional licensed to diagnose and treat your disability complete the form and return it to you along with supporting clinical documentation for submission to the Committee.
- Learning Disability Verification Form (Form 3)**
  - Request and ensure that your physician or other professional licensed to diagnose and treat your disability complete the form and return it to you along with supporting clinical documentation for submission to the Committee.
  - Submit copies of your high school transcript, as well as your undergraduate, postgraduate, and law school transcripts. Additional documentation as outlined in the Guidelines will assist the Committee in properly assessing your request.
- Attention Deficit/Hyperactivity Disorders Verification Form (Form 4)**
  - Request and ensure that your physician or other professional licensed to diagnose and treat your disability complete the form and return it to you along with supporting clinical documentation for submission to the Committee.
  - Submit copies of your high school transcript, as well as your undergraduate, postgraduate, and law school transcripts. Additional documentation as outlined in the Guidelines will assist the Committee in properly assessing your request.

- Mental/Psychological Disabilities Verification Form (Form 5)**
  - Request and ensure that your physician or other professional licensed to diagnose and treat your disability complete the form and return it to you along with supporting clinical documentation for submission to the Committee.
  
- Law School Verification Form (Form 6)**
  - Request and ensure that the law school administrator or professor responsible for authorizing test accommodations complete the form, stating all the test accommodations granted.
  - You are required to submit this form if accommodations were granted in any law school testing. Please submit one Form 6 for each law school if more than one.**
  
- Bar Admissions Administrator Verification Form (Form 7)**
  - Request and ensure that the bar admissions administrator responsible for authorizing test accommodations in the jurisdiction where you tested complete the form stating all the test accommodations granted, if any.
  - You are required to submit this form if accommodations were requested on a bar examination in another jurisdiction, whether they were granted or denied. Please submit one Form 7 for each jurisdiction if more than one.**

**Complete accommodation request with all required forms and supporting documentation is subject to application filing deadlines and fees. See Ariz. R. Sup. Ct. 35(b)(5) and Administrative Order 2024-78.**