

Testing accommodations for otherwise qualified candidates can be provided only with the authorization of your board of nursing/regulatory body (BON/RB). Depending on your geographic region, NCLEX test accommodations may also be known as “special arrangements” or “reasonable adjustments.”

Before submitting to your application to the BON/RB

1. Obtain information from your BON/RB concerning its requirements for receiving testing accommodations.
2. Obtain a verification letter from the University of Maryland, Baltimore’s Office of Educational Support and Disability Services at disabilityservices@umaryland.edu . Note, the letter should include:
 - Student’s first and last name;
 - Semester and year student was approved for academic accommodations under the guidelines of the American with Disabilities Act and Amendments;
 - Accommodations received during his/her study at the University of Maryland, Baltimore’s School of Nursing;
 - Signature and contact information for the University of Maryland, Baltimore representative.
3. In accordance with your BON/RB, obtain medical documentation in support of an accommodation request as defined and required by your BON/RB. Please note, some BON/RB may require:
 - Clinical history or copies of ongoing treatment records;
 - Description of current functional restrictions in the daily activities;
 - Differential diagnostic considerations, ruling out alternative explanations such as substance abuse, prescription side effects, treatable physical conditions;
 - Documentation of the signs and symptoms that support the diagnosis;
 - Response to treatment, with assessment of residual signs and symptoms.
4. In accordance with your BON/RB, the applicant should fill out an application and/or make a written request for accommodations to the BON/RB. Your request must comply with requirements established by your BON/RB for candidates requesting testing accommodations. Please note, some BON/RB may require:
 - Applicant’s contact information;
 - The examination for which accommodation(s) is requested;
 - Nature of the request, i.e.:
 - Chronic health problem
 - Hearing, learning, or visual disability



- If wheelchair access is required
 - ADHD/ADD
 - Other;
 - Specific type of accommodation(s) requested and the associated disability that require the accommodation;
 - Personal statement describing your disability and its impact on your daily life and educational functioning;
 - Length of time with the disability and prior classroom or test accommodations received
5. Make a copy, for your personal record, of all documentation obtained and drafted prior to submitting the request to your BON/RB.
6. In accordance with your BON/RB, submit your request as early as possible so that, if approved, the testing accommodations can be made in a timely manner.

After you graduate and receive your ATT electronically from Pearson VUE

Per the *National Council of State Boards of Nursing's (NCSBN) annual NCLEX Examination Candidate Bulletin*:

- Do not schedule an appointment to take the NCLEX until you have received written confirmation of your accommodations and your ATT email from Pearson VUE listing the granted accommodations.
- Candidates approved for testing with accommodations must schedule their testing appointment by calling Pearson VUE NCLEX Candidate Services at the telephone number listed on their ATT and asking for the NCLEX Accommodations Coordinator.
- Candidates with accommodations cannot cancel their accommodations at the time of their appointment.
- Candidates who seek to test with accommodations cannot schedule their appointments through the NCLEX Candidate website.

Maryland Board of Nursing Special Accommodations Requirements

Students will need to mail and/or scan and email the following three items to:

Maryland Board of Nursing
Attention: Exam Department
4140 Patterson Avenue
Baltimore, MD 21215
mdbon.nbexam@maryland.gov

1. A written request for accommodations from the student, providing diagnosis and special accommodation(s) requested (i.e. – extra time, separate room, etc.).
2. Letter from the University of Maryland, Baltimore’s Office of Educational Support and Disability Services.
3. Letter from the student’s physician indicating diagnosis, diagnosis code, and suggested accommodations.

Disclaimer. *The information provided does not, and is not intended to, represent, guaranty, or warranty whatsoever the accuracy, relevance, or completeness of the licensure by examination process. Thus, you should not rely on any information provided herein for any purpose without seeking advice from a duly-authorized agent competent to advise on the licensure by examination process in your jurisdiction. All information, content, and materials available are provided by prior graduates of UMSON and third-party sites, and are only for the convenience of the reader for general informational purposes, which may be incomplete or outdated. These are good reasons why you need to undertake your own due diligence, and investigation, before acting or refraining from acting on the basis of information provided in the relevant jurisdiction. Only an authorized board of nursing agent in the relevant jurisdiction can provide assurances that the information provided-and your interpretation of it-is applicable or appropriate to your particular situation.*

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