

MT Board of Nursing Process for NCLEX Candidates to Request Testing Accommodations

Candidates for NCLEX examinations who are seeking licensure in MT can request testing accommodations from the MT Board of Nursing. This request is for candidates who have a disability (mental or physical impairment) that substantially limit life activities and which is protected under the Americans with Disabilities Act (ADA). Some examples include but are not limited to: Visual Stress Syndrome, anxiety disorders, hearing impairments, reading disabilities, etc.

These are the steps to follow:

1. Submit a request for accommodations to the Executive Director of the Board, Cynthia Gustafson by email at: cgustafson@mt.gov.

In the request, please detail the type of accommodation requested from this list:

Adjustable Contrast Display Screen

Adjustable Font Size

Specific Testing Aid

Specific Testing Equipment

Extra Time: 2 hours, 3 hours, double time over 2 days

Screen Magnifier

Separate Room, Separate Room and Reader, Separate Room and Recorder

Separate Room and Sign Language Interpreter

2. Along with the request from the candidate, the candidate needs to include documentation of the disability from a health care provider. The documentation needs to be a medical diagnosis using DSM criteria, or it can be proof of testing done by the education program, or a learning disability diagnosis or plan from the educational institution. Please indicate in the request if the candidate has accommodations while in the nursing program.
3. The candidate needs to register with Pearson Vue and pay the testing fee before the testing accommodations can be requested on behalf of the candidate. When the candidate has registered, please email Cynthia Gustafson so she can then request the accommodations.
4. Before being made eligible to test from the Board of Nursing, the testing accommodations need to be requested and approved.
5. Once NCLEX administration has approved the testing accommodations and the Board staff has made the candidate eligible to test, the candidate will work with Pearson Vue to set the test date through an ATT (authorization to test).
6. The candidate should NOT make a test date until he or she has had the accommodations approved. The candidate needs to only schedule the test appointment if they receive and ATT which includes the phrase: "Accommodations: Granted" and contains specific instructions about how to schedule with accommodations.
7. If a candidate does not pass the NCLEX, the candidate will need to go through this process again from the beginning with a request to Cynthia Gustafson to receive accommodations for the next testing session. The candidate will not need to provide new documentation of the disability.

Questions about the process? Please contact the Executive Director of the Board:

Dr. Cynthia Gustafson, at 406-841-2380 or cgustafson@mt.gov

(Document prepared 5-20-2014)