



## Procedure for Requesting an Accommodation

The following must be adhered to when a candidate requests testing accommodation for SOA examinations.

### Requesting an Accommodation

Use of certain personal items is pre-approved and does not require that a candidate submit a Request for Accommodation Form or any supporting documentation. Please consult SOA's list of [Pre-Approved Personal Items](#) to identify those items.

For any accommodation other than use of such pre-approved personal items, complete and submit the [Request for Accommodation Form](#), along with [Verification by Qualified Professional Form](#) and any other relevant supporting documentation.

- **NOTE:** If SOA previously has approved an accommodation for a prior examination, the candidate is not required to submit supporting documentation pursuant to the policy set forth above. A candidate is still required to certify that the previously approved accommodations remain necessary.
  - A separate certification form, [Certification Regarding Accommodations Previously Granted by SOA](#), is provided for this purpose.
- Candidates who have questions regarding whether they may submit a certification form in lieu of a Request for Accommodation Form with supporting documentation can contact us by emailing [accommodations@soa.org](mailto:accommodations@soa.org).

### Submission of Forms and Documents

- The completed [Request for Accommodation Form](#) and [Verification by Qualified Professional Form](#) **must be submitted to the SOA by the registration deadline for the examination.** The review process may take up to 4 weeks once we receive the complete documentation.
  - If you are already registered for the exam, or the registration deadline for the exam in which the accommodation is sought is closing soon, you may go ahead and register for the exam and **submit the completed documents as soon as possible.** Please note that the review process may take up to 4 weeks, and Prometric requires the SOA to setup accommodations at least 30 days prior to the exam date. **There is no guarantee that we can setup accommodations without sufficient time.** If we cannot setup any accommodations, as one-time exception, you will be eligible for a refund provided you submitted the completed documents.

- All requests for accommodation must be reviewed and approved by the SOA.
- To facilitate this process, please submit your request directly to the SOA and not the testing administrator, Prometric.
- **Please note that these completed documents must be received by the registration deadline.**
  - The candidate is responsible for obtaining and submitting all required documentation and completed/signed forms by the registration deadline for the examination at issue.
  - The form and supporting documentation may be submitted by fax at +1-847-273-8518 or scanned and emailed to [accommodations@soa.org](mailto:accommodations@soa.org).
- The SOA strongly encourages candidates requesting an accommodation to do so well in advance of the registration deadline for the examination.
- In certain circumstances, the SOA may request clarification of the information or documentation submitted, and/or require supplemental documentation or information.
  - **All such supplemental information and/or documentation must be received by the SOA prior to the registration deadline for the examination.**
- Submitting the [Request for Accommodation Form](#) and [Verification by Qualified Professional Form](#) well in advance of the registration deadline will provide the candidate an opportunity to respond to any such request and still receive timely notification of the SOA's determination prior to the actual examination.