

Special Accommodation Request Form

System Operator Certification Examinations

Special Accommodation Request

Special Accommodations are permitted under the NERC System Operator Certification program as documented in the [NERC System Operator Certification Program Manual](#).

Per the *System Operator Certification Program Manual*, applicants must notify the NERC Personnel Certification and Credential Maintenance (PCCM) manager, by submitting a ticket to the [SOCCED Help Center](#) **at least four weeks** prior to the scheduled exam appointment.

Note:

- Special accommodations may impact the availability of testing locations.
- The exam vendor may require 7 – 10 business days to accommodate an approved request.
 - If the candidate has scheduled an exam, this must be taken into consideration.

This form must be submitted by any candidate requesting a special accommodation. The form must be further supported by a letter from a recognized health care provider (signed by a health care professional).

Following receipt of the required documentation, the PCCM manager will initiate a review of the special accommodation request with the Personnel Certification Governance Committee (PCGC) Hardship and Dispute Resolution Task Force (HDRTF). The HDRTF makes the determination on approval or rejection of the request. The PCCM Manager will notify the requestor via email of the decision.

Send the completed form and supporting documentation to:

[SOCCED Help Center](#) – Attention: Manager Personnel Certification and Credential Maintenance

Personal Information

Date

First Name Last Name

Email Address

Provide the evaluator's professional credentials and date of diagnosis.

Evaluator's Professional Credentials

Date of Diagnosis

Special accommodations – select all standard accommodations you are requesting

Please select from the list of standard special accommodations, providing comments in the comment box below as to why each accommodation was selected.

- ☐ 30 minutes extra time for the exam
- ☐ Separate room - distraction free environment, 1:1 examinee and proctor
- ☐ Separate room - to read test material out loud, 1:1 examinee and proctor
- ☐ Separate room - to walk around the room, 1:1 examinee and proctor
- ☐ Frequent restroom breaks (exam clock continues to run)
- ☐ Beverage (Beverages must be in a transparent spill-proof sports-type bottle with a spout).
- ☐ Other (Please explain in the comment box.)

Comments:

Documentation Provided

PCGC Use Only:

Accommodation Request Approved ☐

Denied ☐

Explanation

Version History

Testing Accommodation Request Form Revision History		
Date	Page	Description
11/25/2024	2	Reworded special accommodations items.
5/3/2024		Original Posting