U.S. VIRGIN ISLANDS
DEPARTMENT OF LICENSING AND CONSUMER AFFAIRS

CANDIDATE INFORMATION BULLETIN FOR EXAMINATIONS

Examination Procedures ........................................ 1
Examinations by PSI Services LLC ............................ 2
Guidelines for Licensure ........................................... 2
Examination Registration and Scheduling Procedures .... 2
  Internet Registration ........................................... 2
  Telephone Registration ....................................... 3
  Fax Registration ............................................... 3
  Standard Mail Registration .................................. 3
  Scheduling an Examination ................................ 3
  Rescheduling an Examination ............................... 3
  Canceling an Examination .................................. 3
  Missed Appointment or Late Cancellation ............... 3
  Exam Accommodations ..................................... 3
  Emergency Examination Center Closing .............. 3
  Social Security Confidentiality .......................... 3

Examination Site Locations ..................................... 4
Reporting to the Examination Site ............................ 4
  Required Identification ..................................... 4
  Security Procedures ......................................... 4
Taking the Examination by Computer ...................... 4
  Identification Screen ....................................... 4
  Tutorial ....................................................... 4
  Test Question Screen ..................................... 5
  Examination Review ....................................... 5
Score Reporting .................................................. 5
Duplicate Score Reports ...................................... 5
Tips for Preparing for Your License Examination ..... 5
Content Outlines and Reference Materials ........... 5
Examination Registration Form .............................. 8
Exam Accommodations Request Form ................. End of Bulletin

Please refer to our website to check for the most updated information at www.psiexams.com
EXAMINATION PROCEDURE

Become eligible to take the examination:

➢ File a license application with the Board.
➢ Upon approval from the Board you will receive a notification letter via mail. You will then be responsible for contacting PSI to pay and schedule for the examination.

Contact PSI to register, pay for, and schedule your exam.

➢ Register for your examination:
   ▪ Complete the registration form online, at www.psiexams.com. On the homepage “Create an account” can be found on the right-hand column under “New Users” or;
   ▪ Completely fill out the PSI Registration Form (at the end of this bulletin) and mail or fax to PSI or;
   ▪ Call (855) 746-8173 to register.
      Send online______________(no wait time for scheduling the examination date).
      Mailed on ____________________(allow 2 weeks for processing before scheduling the examination date).
      Faxed on ____________________(allow 4 business days for processing before scheduling the examination date).
      Phoned on ____________________(no wait for scheduling the examination date).

➢ Schedule your examination:
   ▪ Once you have paid, you are responsible for contacting PSI to schedule an appointment to take the examination. You may either schedule via the Internet, or schedule over the telephone at (855) 746-8173. Scheduled for:
      Examination Date:__________________________
      Examination Time:__________________________
      Test Center Location:________________________
      To change scheduled date, call back by________________________

Take your examination:

➢ Must bring one current, valid, government-issued photo identification.
➢ Arrive 30 minutes prior to appointment.
This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed in U.S. Virgin Islands for the following. The Board has contracted with PSI Services LLC (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in the Virgin Islands. All examinations are closed book except the Construction examination. Please see page 6 listing the references that are allowed.

Barber & Cosmetology Exams

- Barber Examination - English
- Barber Examination - Spanish
- Cosmetologist Examination - English
- Cosmetologist Examination - Spanish
- Esthetician Examination - English
- Esthetician Examination - Spanish
- Manicurist Examination - English
- Manicurist Examination - Vietnamese
- Hair braiding - English

Construction Exam

- General Construction Exam (National & State portions)

Certified Public Accountant Exams

- CPA (State portion)

There is no limit to the number of times you may take the examination if you fail (except Cosmetology candidates). If the examination has 2 portions, you must pass both portions before applying for licensure.

Important notice for Cosmetology candidates: If you fail any part of the Cosmetology examination three times, you must reapply with the VI Board of Barbers, Beauticians and Manicurist.

Real Estate Exams

- Broker (National & State portions)
- Salesperson (National & State portions)

For Real Estate Broker and Salesperson candidates: If you fail an examination portion twice, you must wait 6 months from the last fail date before you can retest.

Upon passing the examination, you will need to apply for your license. Please visit the department’s website at www.dlca.vi.gov and apply online. If you are a first-time user with DLCA’s online system you are considered a “New User” and will have to REGISTER to create an account and enter all required information.

Government of the Virgin Islands of the United States
Department of Licensing and Consumer Affairs

Golden Rock Shopping Center
3000 Estate Golden Rock, Suite 9
St. Croix, VI 00820-4311
Telephone: 340.773.2226
FAX: 340.773.6982
Administrative Complex
“The Battery”
St. John, VI 00830
Telephone: 340.693.8036
FAX: 340.776.6989

Property & Procurement Building
8201 Subbase, Suite 1
St. Thomas, VI 00802-5826
Telephone: 340.774.3130
FAX: 340.776.8303

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

Upon approval from the Board you will receive a notification letter via mail. You will then be responsible for contacting PSI to pay and schedule for the examination.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI’s registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI’s website and create an account. Please enter your email address and first and last name. This information must match exactly with the information PSI has on file. Be sure to check the box next to “Check here to attempt to locate existing records for you in the system”
- You will be asked to select the examination and enter your SS#. Your record will be found, and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (855) 746-8173 for help.
**TELEPHONE**

For telephone registration, you will need a valid VISA or MasterCard. PSI registrars are available at (855) 746-8173, Monday through Friday between 7:30 a.m. and 10:00 p.m., or Saturday-Sunday between 9 a.m. and 5:30 p.m., Eastern Time.

**FAX REGISTRATION**

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

**STANDARD MAIL REGISTRATION**

Complete the PSI registration form (found at the end of this bulletin), and appropriate examination fee to PSI. Payment of fees may be made by credit card (Visa, MasterCard, American Express or Discover), money order, company check, or cashier’s check. Make your money order or check payable to PSI and print your name on it to ensure that your fees are properly assigned. CASH and PERSONAL CHECKS ARE NOT ACCEPTED.

Please allow 2 weeks to process your registration. After 2 weeks, you may go online or call PSI to schedule the examination.

**SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION**

Once you have made payment for your examination services, you are ready to schedule your examination. It is important to remember that you are responsible for contacting PSI to schedule your examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. To schedule your examination, please call PSI at (855) 746-8173, Monday through Friday between 7:30 a.m. and 10:00 p.m., or Saturday and Sunday, between 9 a.m. and 5:30 p.m., Eastern Time.

If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 p.m. Eastern Time. Please be prepared to offer alternate examination appointment choices.

**CANCELLING AN EXAMINATION APPOINTMENT**

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days before the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (855) 746-8173 or use the PSI website.

Note: A voice mail message is NOT an acceptable form of cancellation. Please use the PSI Website or call PSI and speak to a Customer Service Representative.

**SCHEDULING A RE-EXAMINATION**

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone or by mail. Once registered, you can reschedule for your re-examination.

**MISSED APPOINTMENT OR LATE CANCELLATION**

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

**EXAM ACCOMMODATIONS**

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

**EXAMINATION SITE CLOSING FOR AN EMERGENCY**

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (855) 746-8173. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

**SOCIAL SECURITY NUMBER CONFIDENTIALITY**

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.
EXAMINATION SITE LOCATIONS

St. Thomas - University of the Virgin Islands
2 John Brewers Bay, Cell Bldg.
St. Thomas, Virgin Islands 00802

Department of Licensing and Consumer Affairs
3000 Golden Rock Shopping Center Suite 9
Christiansted, VI 00820

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must bring one current, valid, government-issued photo identification (e.g., driver’s license or passport).

If you cannot provide the required identification, you must call (855) 746-8173 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- You will have access to an online calculator.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, vests, jackets and coats are not permitted in the testing room. In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
  - Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
  - Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI’s sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building’s property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates’ pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate’s contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station,
you will be prompted to confirm your name, identification number, and the examination for which you are registered.

**TUTORIAL**

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions and reviewing your answers. The “Function Bar” at the top of the sample question provides mouse-click access to the features available while taking the examination.

**TEST QUESTION SCREEN**

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

**EXAMINATION REVIEW**

PSI, in cooperation with the Board, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. Although PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. This is the only review of examination materials available to candidates.

**SCORE REPORTING**

Your result will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your result will appear immediately on the computer screen.
  - If you **pass**, you will immediately receive a successful notification.
  - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type.

**DUPLICATE SCORE REPORTS**

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling (855) 746-8173.

**TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION**

The following suggestions will help you prepare for your examination:

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- The answers to nearly all examination questions are consistent with the 2009 editions of the IPC and IRC.
- Take notes on what you study. Putting information in writing helps you commit it to memory, and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

**EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIAL**

**Barber and Cosmetology Examinations**

The National Cosmetology Examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). For more information on the examination content outlines and references go to www.nictesting.org.

**Construction Examination**

The NASCLA Accredited Examination Program was designed to assist contractors who wish to be licensed in multiple jurisdictions by offering a streamlined test taking option for the trade portion of the contractor examination. The **NASCLA Accredited Examination for Commercial General Building Contractors** was designed to assist candidates applying within individual state agencies for the general commercial building contractor classification or similar to.

Candidates who take and pass the NASCLA Accredited Examination can access NASCLA’s National Examination Database (NED) located on https://ned.nascla.org to electronically send their transcripts to jurisdictions that
accept the examination in lieu of their state specific trade portion, thereby reducing redundant licensing requirements. Candidates are expected to follow individual state agency applications to become licensed, in addition to taking a business and law examination, etc. If you are unsure if this examination will meet your specific license requirements in a participating state agency, please contact the state agency directly to confirm. A complete list of participating state agencies can be found on NASCLA’s website by visiting: www.nascla.org/page/ParticipatingStateAg

For questions regarding the examination, please contact NASCLA via email to info@nascla.org or by phone at (623) 587-9354.

<table>
<thead>
<tr>
<th># of Questions</th>
<th>Minimum Passing Score</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>115</td>
<td>81</td>
<td>330 Minutes</td>
</tr>
</tbody>
</table>

**CONTENT OUTLINE**

<table>
<thead>
<tr>
<th>Subject Area</th>
<th># of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Requirements</td>
<td>25</td>
</tr>
<tr>
<td>Site Construction</td>
<td>15</td>
</tr>
<tr>
<td>Concrete</td>
<td>6</td>
</tr>
<tr>
<td>Masonry</td>
<td>4</td>
</tr>
<tr>
<td>Metals</td>
<td>6</td>
</tr>
<tr>
<td>Wood</td>
<td>5</td>
</tr>
<tr>
<td>Thermal and Moisture Protection</td>
<td>5</td>
</tr>
<tr>
<td>Doors, Windows, and Glazing</td>
<td>4</td>
</tr>
<tr>
<td>Finishes</td>
<td>5</td>
</tr>
<tr>
<td>Mechanical and Plumbing Systems</td>
<td>6</td>
</tr>
<tr>
<td>Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>Procurement and Contracting Requirements</td>
<td>31</td>
</tr>
</tbody>
</table>

**PRETEST ITEMS**

In addition to the number of examination items specified, 10 non-scored “pretest” questions will be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them has been added to the time allowed. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

**REFERENCE LIST**

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based only on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is OPEN BOOK.

The following reference materials are allowed in the examination center.

https://www.rsmeans.com/products/books/reference-books/commercial-construction/the-gypsum-construction-handbook-7th-edition.aspx?gclid=EAIaIQobChMIh5Spn_byG6AlVIONkCh1TzgUQEAQYyCABEqLAbvD_BwE


Placing Reinforcing Bars, Recommended Practices, 2011 or later printing, 9th edition, Concrete Reinforcing Steel Institute, Publisher- Concrete Reinforcing Steel Institute, 933 North Plum Grove Rd, Schaumburg, IL 60173, Phone (800) 328-6306, http://www.crsi.org/


Beginning on 11/05/2020, the exam may have questions sourced to these two new references:

Developing Your Stormwater Pollution Prevention Plan - A Guide for Construction Sites, United States Environmental Protection Agency, 2007; EPA Document number 833R06004; EPA National Service Center for Environmental Publications, PO Box 42419 Cincinnati, OH 45242-3408; 800-490-9198 This document can be downloaded as a pdf for free or it can be ordered as a hard copy through the EPA for free.

To order online for free, do a Google search for the EPA document number 833R06004. Enter into the search bar ONLY the document number 833R06004 and no other characters.

Then select the website option: nepis.epa.gov, then scroll down and choose the document title Developing Your Stormwater Pollution Prevention Plan - A Guide for Construction Sites, then choose the USPS icon and fill out the form with name and address.


Reference material may be highlighted, underlined, and/or indexed. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached). THESE REFERENCES WILL NOT BE AVAILABLE IN THE EXAMINATION CENTER. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin.

WWW.PSIEXAMS.COM 7
## U.S. Virgin Islands Examination Registration Form

### Legal Name:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>M.I.</th>
</tr>
</thead>
</table>

### Social Security:

- [ ] [ ] [ ] (FOR IDENTIFICATION PURPOSES ONLY)

### Mailing Address:

- Number, Street
- [ ] [ ] Apt/Ste
- City
- State
- Zip Code

### Telephone:

- Cell
- Office

### Email:

- @

### Examination:

- [ ] First Time Examination
- [ ] Retake Examination

#### Barber and Cosmetology Examinations (check one)

- [ ] Barber - English ($200)
- [ ] Barber - Spanish ($200)
- [ ] Cosmetologist - English ($200)
- [ ] Cosmetologist - Spanish ($200)
- [ ] Esthetician - English ($200)
- [ ] Esthetician - Spanish ($200)
- [ ] Manicurist - English ($200)
- [ ] Manicurist - Spanish ($200)
- [ ] Manicurist - Vietnamese ($200)
- [ ] Hair braiding - English ($200)

#### Real Estate Examinations (check one)

- [ ] Broker (National & State portions) ($300)
- [ ] Salesperson (National & State portions) ($300)
- [ ] Salesperson (National portion only) ($200)
- [ ] Salesperson (State portion only) ($200)

#### Construction Examinations (check one)

- [ ] General Construction (National & State portions) ($300)
- [ ] General Construction (National portion only) ($200)
- [ ] General Construction (State portion only) ($200)

#### Certified Public Accountant Examination (check one)

- [ ] CPA (State portion)

### Total Fee Included: $___________. You may pay by credit card, money order, company check, or cashier’s check. Cash and personal checks are not accepted.

If paying by credit card, check one: [ ] VISA  [ ] MasterCard  [ ] American Express  [ ] Discover

<table>
<thead>
<tr>
<th>Card No:</th>
<th>Exp. Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________</td>
<td>___________</td>
</tr>
</tbody>
</table>

Card Verification No: _____________

The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).

Billing Street Address: ____________________________ Billing Zip Code: _____________

Cardholder Name (Print): ___________________________ Signature: ____________________

Please continue to the next page.
Affidavit: I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the Candidate Information Bulletin.

Signature: ___________________________________________ Date: ____________________________

If you are registering by mail or fax, sign and date this registration form on the lines provided.

Complete and forward this registration form with the applicable examination fee to:

PSI Services LLC * ATTN: Examination Registration - Virgin Island
3210 E Tropicana Ave * Las Vegas, NV* 89121
Fax (702) 932-2666 * (855) 746-8173 * TTY (800) 735-2929 * www.psiexams.com
All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by Clicking Here.

Requirements for exam accommodation requests:
You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE REQUESTING EXAMINATION ACCOMMODATIONS