TEXAS DEPARTMENT OF LICENSING AND REGULATION

HEARING INSTRUMENT FITTERS AND DISPENSERS
PRACTICAL STATE LICENSING EXAMINATION
CANDIDATE INFORMATION BULLETIN

CHANGES TO THE NEW MODEL REQUIREMENT!!!
FOR THE AUDIOMETRIC PORTION OF THE EXAMINATION.
CANDIDATES ARE REQUIRED TO BRING A MODEL OF THEIR CHOICE
WHO IS AT LEAST 18 YEARS OF AGE.

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

The Texas Department of Licensing & Regulation (TDLR) has contracted with PSI Services LLC (PSI) to deliver its examinations.

Upon TDLR approval of eligibility, you will receive an email confirmation with instructions for scheduling an appointment to take the examination. (If you have not provided an email address, you will receive a postcard via U.S. Mail with this information).

Examination Fee $100

FEES ARE NOT REFUNDABLE OR TRANSFERABLE. Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. In order to register over the Internet, candidates will need to have a valid credit card (Visa, MasterCard, American Express or Discover). Candidates register online by accessing PSI’s registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. 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 TDLR has on file. Be sure to check the box next to “Check here to attempt to locate existing records for you in the system”

2. You will be asked to select the examination and enter the ID# that TDLR provided to you. 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 (833) 333-4741 for help.

TELEPHONE REGISTRATION

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

PSI registrars are available at (833) 333-4741, Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to receive your payment and schedule your appointment for the examination.

CANCEL OR RESCHEDULE 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 (833) 333-4741 or use the PSI Website.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

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 examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and accommodations will be made in meeting a candidate’s needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax it to PSI (702) 932-2666.

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 (833) 333-4741. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification. NO conversing or any other form of communication among candidates is permitted once you enter the examination site.

If you arrive late, you will NOT be admitted to the examination site and you will forfeit your examination registration fee.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 1 form of identification. The identification must be a VALID form of government-issued identification for example, driver’s license*, state ID, or passport, which bears your printed name, photograph, signature, date of birth, and expiration date. Identification provided must match all information provided by TDLR to PSI upon eligibility. If your ID does not contain the required information, you may be asked to provide other forms of valid identification to confirm your identity.
A digital copy of your identification documentation will be taken upon check in and stored with your personal data.

*An expired driver’s license will be accepted only if accompanied by a VALID Texas Department of Public Safety temporary permit. Likewise, the temporary permits must be accompanied by the expired DPS driver’s license.*

If you cannot provide the required identification, you must call (833) 333-4741 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. **Failure to provide 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 and will forfeit your examination fee.**

**SECURITY PROCEDURES**

The following security procedures will apply during the examination:

- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, 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, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - 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.
- 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.
- Proctors and or raters are NOT allowed to converse with candidates and therefore are NOT permitted to instruct or discuss exam results in any way. Please direct all questions and/or concerns to PSI Customer Service.

**EXAMINATION SITE LOCATIONS**

**Austin**
8000 Anderson Square, Ste 301B
Austin, Texas 78757
If Northbound on Hwy 183 - take the Peyton Gin/Ohlen Road exit and stay in the left-hand lane so you can turn left onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left, then right at the first chance. 301B is the end building on your right.
If Southbound on Hwy 183- take the Peyton Gin/Ohlen Road exit and turn right onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left then right at the first chance. 301B is the end building on your right.

**Dallas/Richardson**
300 N Coit, Suite 172
Richardson, TX 75080
From 75 South, take the Belt Line Road exit and turn right on Belt Line Road. Stay on Belt Line Road until you reach Coit. Turn right onto N Coit. The building is on the right-hand side.
If you are coming in from LBJ (1635) and going north on 75, you will turn left onto Belt Line and turn right onto Coit.

**Houston (Northwest)**
9800 Northwest Freeway, Suite 200
Houston, TX 77092
From Hwy 290 EASTBOUND take Exit 13C toward West T C Jester Blvd. Stay Straight to go onto N Loop Fwy W. Make a U-turn onto N Loop Fwy W. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.
Driving north on Loop 610 West exit at T.C. Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.
Driving west on Loop 610 North, exit at T.C. Jester and then U-turn under Loop 610. Stay on the feeder road, Sheraton Hotel is on the right as the road curves right. Turn into the parking lot immediately after the Sheraton Hotel and before the office building. Site is on the 2nd floor.

**Austin (Northwest)**
8000 Anderson Square, Ste 301B
Austin, Texas 78757
If Northbound on Hwy 183 - take the Peyton Gin/Ohlen Road exit and stay in the left-hand lane so you can turn left onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left, then right at the first chance. 301B is the end building on your right.
If Southbound on Hwy 183- take the Peyton Gin/Ohlen Road exit and turn right onto Anderson Square. Turn right into 8000 Anderson Square and immediately turn left then right at the first chance. 301B is the end building on your right.
Midland
Westwood Village Shopping Center
4200 West Illinois Avenue, Suite 200
Midland, TX 79703
From I-20, take Midkiff Road exit. Go North on Midkiff Road. Take a left on Illinois Ave. Go .8 miles and turn right into Chinese Kitchen’s parking lot at 4200 W Illinois. Suite is at the end of the left Strip.
From Business 20 (Old Hwy 80) going West, follow Front Street until Wall St Traffic light. Go 2 blocks and turn right on Midkiff. Turn left on Illinois. Go .8 miles and turn right into Chinese Kitchen’s parking lot at 4200 W Illinois. Suite is at the end of the left Strip.
From North Hwy 349, Look for Loop 250 West (just before overpass). Turn right at Loop and go 2 miles to Exit Midkiff. Turn left at traffic light. Turn right at Illinois traffic signal. Turn right onto Chinese Kitchen’s parking lot at 4200 W Illinois. Suite is at the end of the left Strip.
San Antonio
9502 Computer Drive, Ste 105
San Antonio, TX 78229
From I-10 West, take exit 561 for Wurzbach and Medical Drive. Stay on the access road passed Medical Drive, then turn left on Wurzbach (going under the freeway). Proceed one block on Wurzbach, then turn left on Bluemel. Proceed one block on Bluemel, turn left on Computer Drive, then turn right into the parking lot for the Neuromuscular Institute of Texas at 9502 Computer Drive. PSI is in suite 105. From I-10 East, take the Wurzbach exit and turn right on Wurzbach (going under the freeway), then follow the directions above.

PRACTICAL EXAMINATION

The practical examination is given three times per year. It is offered at the PSI Austin, Dallas/Richardson, Midland, Houston, and San Antonio practical test sites. Please note, scheduling is on a first come first serve basis.

You will receive your score, via mail, within 14 business days of the test date.

<table>
<thead>
<tr>
<th>YOU MUST PAY AND SCHEDULE BY THE FOLLOWING DATES OR UNTIL SESSIONS ARE FILLED</th>
<th>TEST DATE</th>
</tr>
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<tbody>
<tr>
<td>November 8, 2019</td>
<td>November 16, 2019</td>
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<tr>
<td>Offered at the Dallas Site ONLY Session is full</td>
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<tr>
<td>January 17, 2020</td>
<td>January 25, 2020</td>
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<tr>
<td>May 8, 2020</td>
<td>May 16, 2020</td>
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<tr>
<td>September 11, 2020</td>
<td>September 19, 2020</td>
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<td>January 15, 2021</td>
<td>January 23, 2021</td>
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<tr>
<td>May 16, 2021</td>
<td>May 22, 2021</td>
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MODEL REQUIREMENTS

Changes to the New Model Requirement: For the Audometric portion of the examination, supervisors are no longer required to serve as models for their candidates. Candidates are required to bring a model of their choice who is at least 18 years of age.

- Your model must be present with you at the time specified on the Admission Notice;
- Must be at least 18 years of age;
- Must be willing to have candidate perform procedures on them;
- Must present a current, government-issued photo identification with date of birth, such as a driver’s license, at the exam site;
- Must sign Model Affidavit form (Release of Liability & Indemnity Agreement - attached) upon arrival at the examination site; and
- Must not assist the candidate in any way during the examination.

Your model is prohibited from communicating with you, the proctor, or the rater once you enter the examination area. However, your model will follow your instructions to answer questions and may inform you and/or the rater if you are hurting them at which point, the rater will end the task, explain their decision to end the task, and move on to the next task.

If the rater independently determines you are performing a task in an unsafe manner that will hurt or injure the model, the rater will end the task, explain their decision to end the task, and move on to the next task.

Your model must leave the examination site property immediately once he/she has finished participating in the Audometric portion of the exam.

IMPORTANT NOTICE

A PSI practical examination rater (examiner) may not evaluate the practical examination of a candidate who is the rater’s current student, current employee, employer or coworker, or is related to the rater by family, personal or financial interest or other relationship. If you feel the rater that is assigned to you falls into one or more of these categories, you must notify the rater immediately. If it is found that a rater has evaluated a candidate and violated this policy, the candidate’s examination results may be voided.

Proctors and/or raters are NOT allowed to converse with candidates and therefore are NOT permitted to instruct or discuss exam results in any way. Please direct all questions and/or concerns to PSI Customer Service.

EXAMINATION REVIEW

PSI, in cooperation with TDLR, will be regularly evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. This exam will be analyzed by PSI examination development staff as well as Subject Matter Experts from the State of Texas. There is NO review of the Practical examination.
EXAMINATION CONTENT OUTLINE

Practical Examination
Portion 1 Audiometric 90 Minutes
Portion 2 Ear Impression 30 Minutes

The Practical Examination consists of two portions: Portion 1 Audiometric; Portion 2 Ear Impression. If you are unsuccessful in passing either the Audiometric or Ear Impression you will be required to retake the portion failed at a future administration.

PRACTICAL EXAMINATION SEQUENCE TO BE FOLLOWED

Once you have indicated completion of a task, please be advised, you will be required to continue on to the next task and you will not be allowed to return to previously completed tasks.

AUDIOMETRIC

1. Equipment Set-Up and Pre-Test Procedures
2. Otoscopy
3. Air Conduction Audiometry
   a. Pure Tones
      i. Unmasked
      ii. Masked
4. Bone Conduction Audiometry
   a. Unmasked
   b. Masked
5. Speech Audiometry
   a. Speech Reception Threshold (SRT) Must use a 6 word bracket series
      i. Unmasked
      ii. Masked
   b. Most Comfortable Level
   c. Loudness Discomfort Level
   d. Speech Discrimination
      i. Unmasked
      ii. Masked
6. Sound Field Audiometry
   a. Equipment Set Up and Calibration
   b. Unaided
      i. Speech Reception Threshold (SRT)
      ii. Speech Discrimination
   c. Aided
      i. Speech Reception Threshold (SRT)
      ii. Speech Discrimination

EAR IMPRESSION You will only be allowed one opportunity to make an ear impression.

7. Ear Mold Impression
   a. Make sure you have all of the necessary equipment and supplies required for this section of the test
   b. Procedure
      i. Cleanliness and Sanitation
      ii. Instructions to the Patient/Client
      iii. Otoscopic Ear Inspection
      iv. Ear Canal Block Selection and Placement
      v. Otoscopic Block Placement Verification
      vi. Impression Material Preparation
      vii. Insertion/Injection of Ear Impression Material
      viii. Removal of Impression
      ix. Post Impression Otoscopic Ear Inspection
      x. Impression Critique
TX HEARING INSTRUMENT FITTERS AND DISPENSERS PRACTICAL EXAMINATION REQUIREMENTS

You will be required to provide the proper instructions for and perform the following tasks:

1. Pre-Test Set Up
2. Otoscopy
3. Air Conduction Testing
4. Air Conduction Masking
5. Bone Conduction Testing
6. Bone Conduction Masking
7. Speech Reception Threshold (SRT)
8. Speech Reception Threshold (SRT) Masking
9. Most Comfortable Level (MCL)
10. Loudness Discomfort Level (LDL)
11. Speech Discrimination (under phones)
12. Speech Discrimination Masking
13. Soundfield Testing
14. Speech Reception Threshold (SRT) Unaided
15. Speech Discrimination Unaided
16. Speech Reception Threshold (SRT) Aided
17. Speech Discrimination Aided

- Demonstrate biologic audiometer performance verification (listening check).
- Demonstrate how to calibrate the audiometer’s speech circuit for recorded speech testing utilizing the audiometer’s VU meter.
- Verify and record ambient level of the testing environment appropriate for obtaining audiometric thresholds and know the state statutes regarding the maximum allowable level for testing.
- Demonstrate how to place the person to be tested (i.e., back to examiner).
- Demonstrate otoscopy, utilizing proper sanitation and demonstrate proper bracing. The candidate will be required to describe the tympanic membrane and ear canal.
- Demonstrate correct, proper and effective earphone/insert tip and bone oscillator sanitation and placement. The bone oscillator must not touch the pinna and there should be no hair trapped between the mastoid bone and the oscillator.
- Demonstrate the recommended frequencies and proper sequence to test for air conduction and bone conduction audiometry.
- Demonstrate the proper method for performing all air and bone conduction tests (i.e., use of the ascending, descending and ascending-descending methods).
- Demonstrate the proper set up of the audiometer’s sound field system (i.e.: speaker distance, placement).
- Demonstrate and practice appropriate and effective hygiene and equipment sanitation at all times.
- Demonstrate how to calculate Pure Tone Average (PTA) and record in the appropriate place.
- Demonstrate how to utilize the PTA to begin the Speech Reception Threshold (SRT) test. The SRT test should have a beginning presentation level of 10 to 15 dB above the air conduction PTA of the ear being treated.
- Demonstrate the proper type of words to perform SRT test.
- Know that the SRT level is determined by finding the lowest level where a patient can understand 50% of the spondee words correctly.
- Demonstrate how to use the appropriate symbols for recording the various test results.
- Demonstrate how to appropriately determine masking levels and where to record them on the audiogram.
- Know and be able to explain how to determine the starting point or dB level for various audiometric tests, including the masking.
- Demonstrate the proper method for obtaining accurate Most Comfortable Levels (MCL) and Loudness Discomfort Levels (LDL).
TX HEARING INSTRUMENT FITTERS AND DISPENSERS PRACTICAL EXAMINATION REQUIRED EQUIPMENT

*** CELL PHONES are NOT allowed in the examination room ***

- Audiometer (must have MANUAL setting) - NO computer based (PC) AUDIOMETERS allowed
- Must download and print audiogram from TDLR website and bring to test center
- CURRENT Signed Audiometer Calibration Certificate front and back with values - calibration stickers are NOT acceptable. You will not be allowed to test if the certificate is invalid or expired
- Sound Level Meter - must measure down to at least 42 DBA (A Scale) and must be SEPARATE handheld calibration meter
- CURRENT (unexpired) Signed Sound Level Meter Calibration Certificate - calibration stickers are NOT acceptable. You will not be allowed to test if the certificate is invalid or expired.
- Sound Field Speaker(s)
- Headphones or Insert Phones
- Bone Oscillator
- Recorded Speech Material - NO LIVE VOICE ALLOWED
- You must bring your 50-word phonetically balanced (PB) and spondee PAPER word lists (only words are allowed on this list - NO PROCEDURES) SRT requires 6 word bracket series.
- Necessary cords, including extension cords
- Syringe and necessary supplies for ear impression - MUST USE SILICONE (may not use liquid and powder impression material)
- Otoscope
- Earlight
- Sanitizing disinfectant

Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
Release of Liability & Indemnity Agreement

This release of liability and indemnity agreement is being entered into so that Psychological Services, Inc. ("PSI") will permit me to participate as a live model in connection with the Texas Hearing Instrument Fitters and Dispensers practical skills examinations conducted at ________________________________ (the "Event").

I HEREBY ACKNOWLEDGE THE INHERENT RISKS OF PARTICIPATING AS A LIVE MODEL FOR A PERSON DEMONSTRATING HEARING INSTRUMENT FITTER AND DISPENSER SKILLS. Participation in any such activity necessarily involves risks of injury. I realize the risks include, but are not limited to: negligence; inattention; misuse of supplies equipment; equipment that may be or become damaged; and accidents that may or may not be foreseeable. I acknowledge that the above list is not inclusive of all possible risks associated with such activities and I agree that this list in no way limits the extent or reach of this release. I VOLUNTARILY ASSUME ALL RISKS, WHETHER FORESEEABLE OR NOT, WITH FULL KNOWLEDGE AND APPRECIATION OF THE DANGER AND RISK INVOLVED.

I acknowledge that no representations or warranties of any kind whatsoever have been made to me regarding my qualifications or ability to participate in the Event, or regarding any of the services to be performed in connection with the Event. I acknowledge that PSI does not supervise Audiometric test activities, including without limitation, at the Event.

RELEASE AND INDEMNITY: I voluntarily agree to assume all risk of personal injury, including damages that may occur arising out of or relating to the Event. I, ON BEHALF OF MYSELF AND MY SPOUSE, FAMILY, ASSIGNS, HEIRS, REPRESENTATIVES, EXECUTORS, AND ADMINISTRATORS, HEREBY KNOWINGLY AND INTENTIONALLY WAIVE AND RELEASE, HOLD HARMLESS, AND AGREE TO DEFEND AND INDEMNIFY PSI, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES, AFFILIATED ORGANIZATIONS AND AGENTS, AND EACH OF THEM, FROM ALL LIABILITIES, CLAIMS, DEMANDS, LOSSES, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEYS’ FEES, ARISING BY REASON OF ANY SUCH PERSONAL INJURY OR DAMAGE THAT MAY RESULT THIS RELEASE SHALL BE EFFECTIVE EVEN IF THE LOSS, DAMAGE OR INJURY WAS NOT FORESEEABLE OR RESULTS OR HAS RESULTED FROM THE ACTIVE OR PASSIVE NEGLIGENCE, WRONGFUL ACTS, OMISSIONS, BREACH OF WARRANTY OR STRICT TORT LIABILITY OF PSI OR THE OTHER PARTIES RELEASED.

I UNDERSTAND THAT I AM NOT TO ASSIST OR AID THE HEARING INSTRUMENT FITTER AND DISPENSER EXAMINEE IN ANY WAY IN CONNECTION WITH THE EXAMINATION AND THAT DOING SO WILL INVALIDATE A CANDIDATE’S EXAMINATION RESULTS.

I understand that this release is a contract. I expressly state that I have read, understand and am familiar with all its provisions and that I sign it of my own free will. I further expressly agree that this release, waiver and indemnification agreement is intended to be as broad and as inclusive as is permissible under the laws of the State of California and that if any portion of this agreement is held to be invalid, the balance shall, notwithstanding, continue in full force and effect.

Name: ________________________________  Name: ________________________________
(Please Print)                        (Please Print)

Signature: ___________________________  Signature: ___________________________

Date: _____/_____/_____                Date: _____/_____/_____
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 may request Exam Accommodations.

REQUEST ACCOMMODATION VIA ONLINE

Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements by Clicking Here. You will be contacted via email within 48 hours.

Requirements for examination accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted 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

REQUEST ACCOMMODATION VIA FAX OR EMAIL

If you prefer you may fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com. After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

Date: ___________________________ ID#: ___________________________

Legal Name: ____________________________________________

Last Name: ___________________________ First Name: ___________________________

Address: ____________________________________________

Street: ___________________________ City, State, Zip Code: ___________________________

Telephone: (_______) ____________ - ____________ Email Address: ___________________________

Cell: ___________________________

Check any examination accommodations you require (requests must concur with documentation submitted):

☐ Reader (as accommodation for visual impairment or learning disability)

☐ Extended time (Additional time requested: ____________)

☐ Large-print written examination

☐ Request for a translated examination (this request does not require additional documentation)

☐ Out-of-State Testing Request (this request does not require additional documentation)

You will be advised of the cost once PSI receives the quote for the translation. This fee will be paid by the candidate.

Site requested: ___________________________

*You may email your out-of-state request to OutofStateRequest@psionline.com for written exams only

YOU MUST BE APPROVED BY TDLR TO TAKE THIS EXAMINATION

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS