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TEXAS DEPARTMENT OF LICENSING AND REGULATION

**HEARING INSTRUMENT FITTERS AND DISPENSERS
 PRACTICAL STATE LICENSING TEST
 CANDIDATE INFORMATION BULLETIN**



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

The waiver on expiration dates for DL and ID cards ends on April 14, 2021. DPS encourages candidates who need to renew to schedule an appointment online at their local driver’s license office.

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

TEST SCHEDULING PROCEDURES

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

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

Test Fee	\$100
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FEES ARE NOT REFUNDABLE OR TRANSFERABLE. Your test fee will be forfeited if you do not test within 1 year of the date your test fee is received by PSI.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their Tests 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 Test 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 test. 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 test.

CANCEL OR RESCHEDULE A TEST APPOINTMENT

You may cancel and reschedule a test appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled test 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 test as scheduled, and you will forfeit your test fee, if you:

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

TEST ACCOMMODATIONS

All test 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 test must fill out the form at the end of this Candidate Information Bulletin and fax it to PSI (702) 932-2666.

TEST SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of a test site on a scheduled test date, your test will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your test schedule by calling (833) 333-4741. Every effort will be made to reschedule your test at a convenient time as soon as possible.

REPORTING TO THE TEST SITE

On the day of the test, 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 test site.

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

REQUIRED IDENTIFICATION AT TEST 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 test without notifying PSI is considered a missed appointment, and you will not be able to take the test and will forfeit your test fee.*

SECURITY PROCEDURES

The following security procedures will apply during the test:

- Candidates may take only approved items into the test 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 test 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, 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 a test candidate may not wait in the test 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 test 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 test room shall immediately have his or her test results invalidated, and PSI shall notify the test sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an test, found with unauthorized materials, or who violates any security regulations will be asked to

surrender all test materials and to leave the test center. All such instances will be reported to the test sponsor.

- Copying or communicating test content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of test results and may lead to legal action.
- Once candidates have been seated and the test begins, they may leave the test room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the test.
- Proctors and or raters are NOT allowed to converse with candidates and therefore are NOT permitted to instruct or discuss test results in any way. Please direct all questions and/or concerns to PSI Customer Service.

TEST 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 (I635) 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.

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 TEST

The practical test 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.

SESSION WILL BE AVAILABLE FOR SCHEDULING	YOU MUST PAY AND SCHEDULE BY THE FOLLOWING DATES OR UNTIL SESSIONS ARE FILLED	TEST DATE
October 1, 2021	January 14, 2022	January 22, 2022
February 1, 2022	May 13, 2022	May 21, 2022
June 1, 2022	September 16, 2022	September 24, 2022
October 1, 2023	January 13, 2023	January 21, 2023
February 1, 2023	May 12, 2023	May 20, 2023

MODEL REQUIREMENTS

Changes to the New Model Requirement: For the Audiometric portion of the test, 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 test site;
- Must sign Model Affidavit form (Release of Liability & Indemnity Agreement - attached) upon arrival at the test site; and
- Must not assist the candidate in any way during the test.
- Your model is prohibited from communicating with you, the proctor, or the rater once you enter the test 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 test site property immediately once he/she has finished participating in the Audiometric portion of the test.

IMPORTANT NOTICE

A PSI practical test rater (examiner) may not evaluate the practical test 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 test results may be voided.

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

TEST REVIEW

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



TEST CONTENT OUTLINE

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

The Practical Test 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 TEST 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 TEST 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 TEST REQUIRED EQUIPMENT

*** CELL PHONES are NOT allowed in the test 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 test site.

If you are using a live model, you MUST bring this form to your Practical test. If you do not have a completed form at the time of the test, you will not be allowed to take the test and you will forfeit your fees.

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 tests 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 TEST AND THAT DOING SO WILL INVALIDATE A CANDIDATE'S TEST 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: _____
(Please Print)

Name: _____
(Please Print)

Signature: _____

Signature: _____

Date: ____/____/____

Date: ____/____/____



TEST ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST FORM

All test 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 test may request Test Accommodations.

REQUEST ACCOMMODATION VIA ONLINE

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

Requirements for test 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 Test 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 test accommodations you require (requests must concur with documentation submitted):

- | | |
|---|--|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended time (Additional time requested: _____) |
| <input type="checkbox"/> Large-print written test | <input type="checkbox"/> Request for a translated test (this request does not require additional documentation)
<i>You will be advised of the cost once PSI receives the quote for the translation. This fee will be paid by the candidate.</i> |
| <input type="checkbox"/> *Out-of-State Testing Request (this request does not require additional documentation) | |

Site requested: _____

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

YOU MUST BE APPROVED BY TDLR TO TAKE THIS TEST

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

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121