

## ELL Accommodation Request Form

### CANDIDATE INFORMATION

Full Legal Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_ Email: \_\_\_\_\_

Exam/Profession Name: \_\_\_\_\_

Testing Method:  In-person  Remote/Online

### ACCOMMODATION REQUEST

Please briefly explain why accommodations are being requested.

What accommodations are you requesting (e.g. language dictionary, written instructions, etc.).

Have you previously received accommodations for similar exams or educational settings?

Yes  No      If yes, please explain:

### SUPPORTING DOCUMENTATION

At least ONE of the following documents will need to accompany this application:

- Proof of enrollment in an ESL/ELL program (e.g., transcript, school letter)
- Documentation from an educational institution showing ELL status.
- Other: \_\_\_\_\_

## ATTESTATION

By signing below, I attest that the information provided on this form, along with all supporting documentation, is true and accurate to the best of my knowledge. I understand that the Division may request additional documentation to support my request.

I authorize the Division to contact my evaluating professional if clarification is needed.

I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this application, to release to the Department of Commerce, State of Utah, any files, records, or information of any type, in support of this Accommodation Request.

## PRIVACY NOTICE

The personal information you provide on this form is used to review and coordinate testing accommodations for a Utah state licensing exam. Your data will only be accessed by staff who need it to process your request and by the exam vendor responsible for providing accommodations.

Your information is not classified as a public record and is never sold. This information is part of Record Series #9303 and is retained according to Utah's records retention laws.

Choosing not to provide the requested information may delay or prevent us from processing your accommodation request. For more information about how we manage records, visit: <https://dopl.utah.gov/records>

Your signature below acknowledges receipt of Privacy Notice information.

## ACKNOWLEDGEMENT:

**I declare under criminal penalty under the law of Utah that this information is true and correct.**

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_