 Date: 8 <sup>th</sup> Jan 2024	<b>AI CERTS</b>	Approved By: Mr. Chintan Dave
	AI CERTs Special Accommodation Policy	Certification Director

## AI CERTs Special Accommodation Policy

### Purpose

AI CERTs is committed to providing a fair and impartial certification process for all candidates, including those with physical, visual, speech, hearing, or cognitive impairments. Any person with a physical, physiological, sensory, cognitive, or developmental impairment is categorized as a candidate with disabilities. AI CERTs comply with the Americans with Disabilities Act (ADA, 1991) and strives to accommodate reasonable requests from candidates who face challenges in completing the certification exams within the standard time frame.

Special accommodation requests are evaluated based on the candidate’s needs, the nature of the disability, and the practicality of the request. Candidates must submit a **Special Accommodation Request Form** signed by a legally approved professional, expert, or practitioner to support their request.

**Note:** AI CERTs will keep all information provided confidential and will not release it without the candidate's permission.

### Timeline for Request

Candidates must submit special accommodation requests to AI CERTs at least 20 days before registering for the exam. AI CERTs will review the request and respond within 7 days, providing the candidate with login instructions or any specific accommodation required.

While AI CERTs aims to be inclusive, candidates must possess basic English language proficiency to complete the exam and communicate with the proctor.

### Accommodation May Include:


- A separate testing room
- A scribe

Test accommodation is individualized and considered on a case-by-case basis. Not all accommodations may be appropriate for every candidate.

### How to Apply

Candidates can request accommodation by completing the **Special Accommodation Request Form** and uploading relevant documents online.

Steps:

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1. Complete and upload all necessary documentation.
2. Submit the form online; an acknowledgment email will be sent to the registered email address.
3. AI CERTs will review the request within 7 business days.
4. After review, a determination email will be sent to the registered email.
5. Following receipt of the determination, the candidate can proceed to register for the exam.

### Register and Schedule for the Exam

Candidates can register for the exam by following these steps:


1. Email **support@aicerts.ai** to register for the exam.
2. Attach a copy of your resume and a scanned copy of a valid ID (e.g., Driver's License or Government-issued ID Card).
3. Submit scanned documents along with the email.
4. Pay the non-refundable exam registration fee.
5. AI CERTs will verify the submitted information.
6. Upon approval, AI CERTs will send a confirmation email with a link to take the exam.
7. Use the **AI CERTs Exam Booking Platform** to select a convenient date.
8. Take the exam using the **AI CERTs Exam Proctoring Platform**.

### Request for a Scribe

Candidates who are unable to write, type, or maintain posture during the exam due to a disability may request a scribe. Candidates must submit a **Special Accommodation Request Form** along with their email request. The scribe cannot have a background in the specific field (e.g., cybersecurity) and must be introduced to the **Exam/Proctor Coordinator** before the exam. The scribe's identity will be verified alongside the candidates before the exam begins.

### During the Examination

- Arrive at least 15 minutes before the exam starts.
- Ensure the room is quiet and properly equipped.

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- The proctor or scribe must not read exam questions unless specifically assigned the role of a reader.
- The scribe cannot provide suggestions or help and must only type answers as dictated by the candidate.
- The scribe may read back answers if requested by the candidate but should only speak when spoken to.

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Version History				
Version	Date	Description of Changes	Policy Title/Section Updated	Notes
V1.0	8 <sup>th</sup> Jan 2024	Initial Copy	AI CERTs Special Accommodation Policy	NA