



**State of North Carolina**  
**BOARD OF BARBER AND ELECTROLYSIS EXAMINERS**

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## **Testing accommodations**

Under the Americans with Disabilities Act, the board is required to make reasonable accommodations for individuals with qualifying disabilities. "Reasonable" will depend on the circumstances, but the board will clearly communicate with the applicant if there are any questions about whether the request is reasonable.

To submit a request for an accommodation, the applicant should:

- Submit documentation of the disability, such as documentation from a medical provider. Applicants can't simply state that they have an accommodation; they must document it.
- Submit a written request that clearly indicates what accommodation is required.
  - It's important that the request is specific about the accommodation.
  - Simply providing documentation of the disability and asking for an accommodation (without details of what accommodation is needed) isn't sufficient. The board won't decide on its own what accommodation should be provided. The applicant must make it clear.
  - The request should also be precise about the accommodation. For example, asking for additional time isn't clear enough. The board would need to know how much additional time the applicant needs.
- Provide this information as far in advance as possible. Not only does the board need time to assess the request, the board must also notify the national exam vendor and get approval.

Requests may be submitted using the contact information at the top of this page. Any questions may be directed to barbers@nc.gov.