



2017–18

***Georgia Assessments for the Certification
of Educators® (GACE®)***

**Bulletin Supplement
for Test Takers with Disabilities
or Health-Related Needs**

NOTE: This supplement contains procedures and forms for requesting accommodations for the Georgia Assessments for the Certification of Educators® (GACE®) program.

Use this supplement **together** with the 2017–18 GACE *Registration Bulletin* (see page 6).

Visit the ETS website at **www.ets.org/disabilities**
for the most up-to-date information.

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GENERAL INFORMATION

Test takers requesting accommodations MUST complete a *Testing Accommodations Request Form* (see page 7) and the appropriate registration form (see page 7) and have their accommodations approved BEFORE their test can be scheduled. All forms and documentation must be submitted through ETS Disability Services. See “How to Request Accommodations” on page 4 for specific steps in the application process and “Deadline for Accommodations Requests” on page 10.

NEW for 2017–18: Beginning with the 2017–18 testing year, you can submit accommodations requests and view approved accommodations and scheduled test registrations through your ETS GACE testing account. In addition, if you are approved for certain testing accommodations (extended time, extra breaks, screen magnification, selectable background and foreground colors) you can also self-schedule online through your ETS GACE testing account. If you are requesting accommodations other than the four listed above, you cannot schedule your test online; however you will be able to indicate your preferred test date and location online.

ETS is committed to serving test takers with disabilities or health-related needs by providing reasonable accommodations that are appropriate given the purpose of the test. If you have a health-related need that requires you to bring equipment, beverages, or snacks into the testing room, or to take extra breaks, you must follow the accommodations request procedures. See “Health-related Needs and Minor Accommodations” on page 6.

The information provided in this publication and in the 2017–18 GACE *Registration Bulletin* should answer any questions you may have about requesting accommodations and registering for a test. The *Registration Bulletin* is available on the GACE website at www.gace.ets.org/about/bulletin.

All questions related to accommodations decisions should be sent to ETS Disability Services. See contact information below.

CONTACT INFORMATION

ETS Disability Services
Monday–Friday 8:30 a.m.–5 p.m. U.S. Eastern Time (New York)

Phone: 1-866-387-8602 (toll-free in the U.S., U.S. Territories, and Canada)
1-609-771-7780 (all other locations)

Mail: ETS Disability Services
PO Box 6054
Princeton, NJ 08541-6054

Email Inquiries: stassd@ets.org

Courier Service: ETS Disability Services
225 Phillips Boulevard
Ewing, NJ 08628-1426

HOW TO REQUEST ACCOMMODATIONS

If you are requesting accommodations, **ETS Disability Services must review and approve your request before your test can be scheduled.** Accommodations cannot be applied to a test that has already been scheduled. To request accommodations, follow the steps below:

STEP 1: Eligibility.

You must be approved to test by your program provider or the Georgia Professional Standards Commission (GaPSC) before you can request testing accommodations and register. See “Step 1: Eligibility” on page 5.

STEP 2: Determine your accommodations.

Look at the list of commonly requested and approved accommodations under “Step 2: Determine Your Accommodations” on page 5 and determine the accommodations you need.

STEP 3: Review the *Registration Bulletin*.

Review the GACE *Registration Bulletin*. The *Registration Bulletin* is available on the GACE website at www.gace.ets.org/about/bulletin. See “Step 3: Review the *Registration Bulletin*” on page 6.

STEP 4: Test format.

All GACE assessments are offered in a computer-delivered format, except for the Teacher Leadership assessment and the Assessment of Sign Communication-American Sign Language (ASC-ASL), which are portfolio and performance-based, respectively. If you need an alternate format as an accommodation for a disability, see page 5 for a list of some of the most commonly requested and approved alternate test formats.

STEP 5: Complete the registration form if you are submitting materials by mail or email.

If you are submitting materials by mail or email, complete the registration form in this supplement. See “Step 5: Complete the Registration Form if Submitting Materials by Mail or Email.” on page 7.

STEP 6: Complete the Testing Accommodations Request Form.

Complete the *Testing Accommodations Request Form* in this supplement. For instructions, see “Step 6: Complete the Testing Accommodations Request Form” on page 7.

STEP 7: Gather your disability documentation.

Gather disability documentation as necessary. Sending documentation that is not required will delay the review process. See “Step 7: Gather Your Disability Documentation” on page 8 and review ETS’s “Guidelines for Disability Documentation in Adolescents and Adults” on the ETS website at www.ets.org/disabilities/documentation.

STEP 8: Submit your completed forms and documentation.

Submit all completed forms and include any required documentation. Forms can be submitted by mail, email, or online through your ETS GACE testing account. **Failure to include all forms and documentation will cause a delay in processing your request.** See “Step 8: Submit Your Completed Forms and Documentation” on page 9.

STEP 9: Schedule your test and submit payment once your request is approved.

Fees are paid at this step. See “Step 9: Schedule Your Test and Submit Payment Once Your Request is Approved” on page 10.

STEP 1: ELIGIBILITY

If you are enrolled in a Georgia state-approved educator preparation program within a college or university, you must be approved to test by your program provider to take a GACE assessment for Georgia certification. If you are not enrolled in a Georgia state-approved educator preparation program, or you are from a state other than Georgia, the GaPSC will automatically provide approval to test when you set up your MyPSC account on the GaPSC website. See the *GACE Registration Bulletin* for information about creating your MyPSC account.

STEP 2: DETERMINE YOUR ACCOMMODATIONS

The list below includes some of the most commonly requested and approved accommodations. If you would like to request accommodations **other than those listed below**, you must describe them in Part II of the *Testing Accommodations Request Form* on pages 15–16.

Extended Testing Time (all tests are timed)

- 50 percent (time and one-half)
- 100 percent (double time; documentation required)

Extra Breaks — breaks are not included in testing time (can be used for medication, snacks, trips to the restroom, etc.)

Accommodations for Computer-delivered Tests Only

- Ergonomic keyboard
- IntelliKeys keyboard
- Keyboard with touchpad
- Screen magnification
- Selectable background and foreground colors
- Trackball

Alternate Test Formats

- Braille (only applicants who are blind or have low vision)
- Large-print test book
- Large-print answer sheet
- Audio recording¹

Assistance

- Human reader
- Scribe

Assistance for Spoken Directions Only (only for applicants who are deaf or hard-of-hearing)

- Oral interpreter
- Sign language interpreter

Assistance for Note Taking (only for applicants who are blind or low vision)

- Braille slate and stylus
- Perkins braille[®]

¹For recorded audio versions of tests containing graphics, a tactile or large-print figure supplement can be provided.

HEALTH-RELATED NEEDS AND MINOR ACCOMMODATIONS

“Health-related needs” refers to a variety of medical conditions that impact a major life activity, such as those affecting digestion, immune function, respiration, circulation, endocrine functions, etc. Documented health needs include conditions such as diabetes, epilepsy, and chronic pain.

Some documented health needs require **only minor accommodations**. Minor accommodations include, but are not limited to: special lighting; adjustable table or chair; extra breaks for medication or snacks; or a separate room if food, beverages, or glucose testing materials are necessary during the test session. ETS in conjunction with Prometric has developed a list of pre-approved personal items that do not require approval. Please refer to Pre-Approved Personal Items at <https://www.prometric.com/en-us/for-test-takers/prepare-for-test-day/documents/Permissible-items.pdf>.

If you require minor accommodations, you must submit:

- the **registration form** in this supplement (see “Step 5: Complete the Registration Form if Submitting Materials by Mail or Email” on page 7)
- **Part I and Part II of the *Testing Accommodations Request Form*** (see “Step 6: Complete the Testing Accommodations Request Form” on page 7)
- a **letter of support** from a medical doctor or other qualified professional stating the nature of the condition and the reason for the minor accommodations requested (a note on a prescription pad is not acceptable)
- the **appropriate test fee when you register**

IMPORTANT NOTE ABOUT PAYMENT: If you email your documents, do not include credit card information on your registration form. Once your application has been received, you will be sent an email with instructions regarding payment options.

Some medical aids do not require approval for accommodations. These aids include, but are not limited to, those that are necessary for you to ambulate (cane, crutches, wheelchair, walker, prosthetic limb, service animal) or communicate (hearing aid, voice amplifier) or those that are otherwise required for health reasons (heart rate monitor). If you require these types of medical aids, you do not need to request accommodations. If you wear an insulin pump, you do not need to request accommodations unless your pump consists of two pieces (the pump that is attached to your body plus the transmitter used to program the pump) or your pump is especially noisy. If the pump cannot be silenced and is likely to disturb other test takers, requesting accommodations is a good idea so you can be scheduled in a separate room. A continuous glucose monitor attached to your pump does not require accommodations; however, if you wish to bring your glucose test kit into the testing room, you must request accommodations.

STEP 3: REVIEW THE *REGISTRATION BULLETIN*

The GACE *Registration Bulletin* is a free publication that contains program policies, tests offered, test dates, fees and payment policies, identification (ID) requirements, test center procedures, and score reporting information. The *Bulletin* is available on the GACE website at www.gace.ets.org/about/bulletin.

STEP 4: TEST FORMAT

With the exception of the Teacher Leadership assessment and the Assessment of Sign Communication-American Sign Language (ASC-ASL), all GACE assessments are computer-delivered. If you need an alternate format of an assessment, see page 5 for a list of some of the most commonly requested and approved alternate test formats.

STEP 5: COMPLETE THE REGISTRATION FORM IF SUBMITTING MATERIALS BY MAIL OR EMAIL

Complete the registration form on pages 22–25 of this supplement. If you are submitting materials online, you will register online after your accommodations have been approved.

NEW for 2017–18: You can submit accommodations requests and view approved accommodations and scheduled test registrations through your ETS GACE testing account. In addition, if you are approved for certain testing accommodations (extended time, extra breaks, screen magnification, selectable background and foreground colors) you can also self-schedule online through your ETS GACE testing account. If you are requesting accommodations other than the four listed above, you cannot schedule your test online; however you will be able to indicate your preferred test date and location online.

To begin the accommodation process, create or log into your ETS GACE testing account, click on “Accommodation Status/New Request” under “Test Takers with Disabilities or Health-related Needs” section on the home page and follow the instructions.

STEP 6: COMPLETE THE TESTING ACCOMMODATIONS REQUEST FORM

The *Testing Accommodations Request Form* is on pages 12–21 of this supplement. You can also access this form through your ETS GACE testing account.

Part I — Applicant Information (pages 12–14)

Complete this section and sign the Applicant’s Verification Statement, even if you are registering for accommodations identical to those that have been approved for you by ETS within the last two years.

Part II — Accommodations Requested (pages 15–16)

Complete this section, even if you are registering for accommodations identical to those that have been approved for you by ETS within the last two years. If you are requesting accommodations other than those listed in Part II, you must describe them under “Other Accommodations.”

Part III — Certification of Eligibility: Accommodations History (COE) (pages 17–21)

All test takers are requested to submit a Certification of Eligibility: Accommodations History as verification of their use of accommodations in employment or post-secondary education within the past three years. (If you have been approved by ETS within the past two years for the same accommodations that you are currently requesting on the same test, you do NOT need to submit a Certification of Eligibility: Accommodations History.)

In some instances, the Certification of Eligibility: Accommodations History is sufficient to document a disability and can be used in place of full documentation. See page 17 for details. The authorized person submitting the Certification of Eligibility: Accommodations History must certify that the documentation on file meets the ETS Documentation Criteria on page 17. ETS reserves the right to request the actual documentation.

STEP 7: GATHER YOUR DISABILITY DOCUMENTATION

You must submit disability documentation if:

- you are requesting accommodations other than 50 percent (time and one-half) and/or extra breaks; or
- you indicate in Part I of the *Testing Accommodations Request Form* that you have a medical condition, or you check “Other” under “Nature of your disability;” or
- you were first diagnosed with a disability within the past 12 months; or
- you are requesting accommodations that are different from those that ETS approved for you within the last two years, or you are requesting those same accommodations but for a different test; or
- you have not previously used the accommodations you are now requesting; or
- you have a sensory disability and your accommodations request does NOT match the specifications that follow; or
- you are unable to submit a Certification of Eligibility: Accommodations History.

DO NOT send documentation if you are not required to do so. Once documentation has been submitted and reviewed, all decisions are based on the documentation. If documentation is not needed, submitting it will delay the review process. An Individualized Education Program (IEP) or 504 Plan alone may not be used.

If you are blind or legally blind, you do NOT need to submit documentation if you are submitting a Certification of Eligibility: Accommodations History and you are requesting only accommodations from the list below.

- | | |
|---|--|
| <input type="radio"/> Screen magnification | <input type="radio"/> Scribe |
| <input type="radio"/> Selectable background and foreground colors | <input type="radio"/> Braille slate and stylus |
| <input type="radio"/> Braille | <input type="radio"/> Perkins braille |
| <input type="radio"/> Large print (test book and/or answer sheet) | <input type="radio"/> 50 percent extended time (time and one-half) |
| <input type="radio"/> Audio recording | <input type="radio"/> Extra breaks |
| <input type="radio"/> Reader | |

If you are blind or legally blind, a request for 100 percent extended time (double time) does not require documentation if you are submitting a Certification of Eligibility: Accommodations History and you are requesting braille, a reader, or an audio recording.

If you have low vision or some other condition that affects visual functioning, such as an eye coordination disorder, please refer to the “Policy Statement for Documentation of Blindness and Low Vision in Adolescents and Adults” on the ETS website at www.ets.org/disabilities/documentation.

If you are deaf or hard-of-hearing, you do NOT need to submit documentation if you are submitting a Certification of Eligibility: Accommodations History and you are requesting only accommodations from the list below.

- | | |
|--|--|
| <input type="radio"/> 50 percent extended testing time (time and one-half) | <input type="radio"/> Sign language interpreter (for check-in assistance and spoken directions only) |
| <input type="radio"/> Extra break(s) | <input type="radio"/> Oral interpreter (for check-in assistance and spoken directions only) |

STEP 8: SUBMIT YOUR COMPLETED FORMS AND DOCUMENTATION

Requests for testing accommodations may be submitted via mail, email, or online. Be sure to include all of the documents listed below. **An incomplete application will cause a delay in processing your request.**

- **Appropriate registration form** (see “Step 5: Complete the Registration Form if Submitting Materials by Mail or Email” on page 7)
- **Testing Accommodations Request Form** (see “Step 6: Complete the Testing Accommodations Request Form” on page 7)
- **Disability documentation**, if required, including Parts 1, 2, and 3 of the “Documentation of Blindness and Low Vision in Adolescents and Adults,” if applicable (see “Step 7: Gather Your Disability Documentation” on page 8)

Submitting Requests by Mail or Courier Service

Mail

ETS Disability Services
PO Box 6054
Princeton, NJ 08541-6054 U.S.A.

Courier Service

ETS Disability Services
225 Phillips Boulevard
Ewing, NJ 08628-1426 U.S.A.

Submitting Requests via Email

Requests for testing accommodations can be emailed to **disability.reg@ets.org**.

Do not submit requests to the Contact Information email listed on page 3. Requests submitted to that email address will not be processed.

IMPORTANT NOTE: If you prefer to submit your documents via email, do not include credit card information. Once your application has been received, you will be sent an email with instructions regarding payment options.

To email your request:

- Download this supplement and print the Testing Accommodations Request Form (pages 12–21) and the registration form (pages 22–25)
- Complete all documents
- Scan the registration form, the testing accommodations request form, and disability documentation (if required)
- Attach all documents to email
- Send email to **disability.reg@ets.org**

Submitting Requests Online

You can submit materials online through your ETS GACE testing account. Click on “Accommodation Status/New Request” under “Test Takers with Disabilities or Health-related Needs” section on the home page and follow the instructions.

USING PREVIOUSLY APPROVED ACCOMMODATIONS

If you have received approved accommodations from ETS within the last two years and your documentation is still current, you may request the same accommodations for any GACE assessment during the 2017–18 testing year. If you are registering for a different test, the accommodations ETS previously approved for you within the last two years will be approved again if they are appropriate for the current test.

To register, submit:

- the **registration form** from this supplement (see “Step 5: Complete the Registration Form if Submitting Materials by Mail or Email” on page 7)
- **Part I and Part II of the *Testing Accommodations Request Form*** (see “Step 6: Complete the Testing Accommodations Request Form” on page 7); be sure to indicate the previous test name and test date
- the **appropriate test fee**

IMPORTANT NOTE: If you prefer to submit your documents via email, do not include credit card information. Once your application has been received, you will be sent an email with instructions regarding payment options.

STEP 9: SCHEDULE YOUR TEST AND SUBMIT PAYMENT ONCE YOUR REQUEST IS APPROVED

ETS will send you an authorization letter confirming the accommodations that have been approved.

- **Computer-delivered Testing**
The authorization letter will include instructions that you must follow to schedule your test. Do not register to take a computer-delivered test until you receive your authorization letter. When scheduling your test, be prepared to provide the authorization/voucher number and the information contained in the letter.
- **Alternate Test Format**
A representative from ETS Disability Services will contact you to confirm the accommodations approved for you and to schedule your test.

DEADLINE FOR ACCOMMODATIONS REQUESTS

Your request for accommodations should be submitted as early as possible, especially if you are requesting an alternate test format. Documentation review takes approximately six weeks once your request and complete paperwork have been received at ETS. If additional documentation must be submitted, it can be another six weeks from the time the new documentation is received until the review is complete.

ETS is committed to producing alternate test formats as quickly as possible; however, production times may vary. Check the *GACE Registration Bulletin* or the GACE website for testing windows for the 2017–18 testing year so you can plan accordingly.

REQUESTS TO CHANGE OR CANCEL TESTS

For program policies regarding requests to change or cancel tests, see the *GACE Registration Bulletin*. Rescheduling is permitted within the same testing year.

If you are scheduled to test at a Prometric® center, you may change or cancel your test by calling Prometric at 1-800-967-1139. For all other GACE testing questions, contact ETS Disability Services. See page 3 for contact information.

TEST PREPARATION

For test preparation information, go to the GACE website at www.gace.ets.org and follow the “Test Preparation Resources” link.

If you need preparation materials in an alternate format, please contact ETS Disability Services. See page 3 for contact information.

Test takers are advised to consult ETS’s “Tips for Test Takers with Disabilities,” which is available online at www.ets.org/disabilities/tips.

SCORING AND REPORTING

Test takers who are blind can contact ETS Disability Services by phone for their test scores. See page 3 for contact information.

GACE® TESTING ACCOMMODATIONS REQUEST FORM

Part I — Applicant Information

Instructions: Complete this page using blue or black ink and sign the Applicant's Verification Statement on page 14.

Date: _____ / _____ / _____
Month Day Year

Applicant's Name (print your name as it appears on your ID documents — leave one blank box between names)

First Name	M.I.	Last Name

Address Line 1

--

Address Line 2

--

City	State or Province

ZIP or Postal Code	Country

Gender	Date of Birth	Social Security Number
<input type="checkbox"/> Male <input type="checkbox"/> Female	Month <input type="text"/> <input type="text"/> Day <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/>	(last 4 digits) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Day Phone Number

--

Evening Phone Number

--

Fax Number

--

Email Address

--

Nature of your disability (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Blind or legally blind
<input type="checkbox"/> Low vision
<input type="checkbox"/> Deaf
<input type="checkbox"/> Hard-of-hearing
<input type="checkbox"/> ADD/ADHD
<input type="checkbox"/> Learning Disability
<input type="checkbox"/> Traumatic Brain Injury
<input type="checkbox"/> Autism Spectrum Disorder (e.g., Asperger) | <input type="checkbox"/> Physical (identify condition) _____
<input type="checkbox"/> Psychological (identify condition) _____
<input type="checkbox"/> Medical Condition (identify condition; must submit documentation) _____
<input type="checkbox"/> Other (identify condition; must submit documentation) _____ |
|---|---|

When was your disability first diagnosed? _____ / _____ Date of professional's most recent evaluation: _____ / _____
Month Year Month Year

Other than testing accommodations, describe what strategies, devices, or medications you ordinarily use to manage your condition (optional):

(continued on next page)

ETS CONSENT POLICY

Notwithstanding anything to the contrary in any other ETS or ETS affiliate's ("ETS," "we," "us," "our") materials or agreements with you, you consent to the terms and conditions herein by registering for or taking an ETS test, creating an online account or using our website, providing survey information or requesting one of our services, or completing order or payment information. You agree that we have the right to obtain, store (only for as long as necessary), use, and transmit your personal information including your full name, home address, email address, telephone number, Social Security number, passport number, biometric data such as fingerprints, audio recordings and video files, your answers to other background information questions, the test you are registering for, test date, payment information, and how you specifically use our website ("Personal Information").

We use your Personal Information to:

- complete any registration, purchases, or other transactions you request online
- improve our products and services, and identify, develop, and offer new or expanded products and services
- improve and personalize your experience on the website
- notify you about updates, products, services, and/or special offers from ETS, its affiliates, and selected third parties
- ask you to participate in brief surveys or provide other information
- generate aggregate statistical studies and conduct research ourselves or jointly with others related to our products and services and the use of our website

Based upon your specific relationship(s) with us for a particular product or service, we may use your Personal Information in ways described in more detail in one or more other agreements.

Additionally, you consent to the transfer of your Personal Information within and outside of your country of residence and outside of the location where you have taken the test(s).

We disclose your Personal Information to certain third parties with whom we have a direct or indirect business or contract relationship, to provide the products and services you have requested.

You will have the ability to opt out of receiving certain communications from us, including voicemail or email. If you do not opt out immediately, but later decide that you would prefer not to receive email communications from us, please contact that particular testing program through www.ets.org. Remember, however, that we may still send email or call you in order to provide a product or service that you request.

Australia requires ETS to provide notification to AU residents. For Australian residents only, please be informed that if you consent to the overseas disclosure of the information or transfer of your data outside of Australia, ETS and its affiliates will not be required to take reasonable steps to ensure that ETS or its affiliates' use of such data outside of Australia does not breach the Australian Privacy Principles.

By indicating "Accept," you consent to the terms and conditions above and those more fully outlined in the ETS Privacy Policy located at www.ets.org/legal/privacy or attached hereto for paper-based assessments.



GACE® Registration Form for Testing with Accommodations

If you are requesting testing accommodations for a GACE® assessment, you must complete and submit this registration form in addition to the *Testing Accommodations Request Form* (pages 12–21). **Note:** You cannot schedule a test until you receive your authorization letter. Accommodations can only be provided when you follow the instructions in your authorization letter.

All required fields must be completed, or your form will be returned. Required fields are noted with an asterisk (*).

*** First Name**

(as it appears in your MyPSC account)

Middle Name or Initial

(as it appears in your MyPSC account)

*** Last Name** (as it appears in your MyPSC account)

*** Address Line 1**

Address Line 2

*** City**

*** State or Province**

*** ZIP/Postal Code**

*** Date of Birth**

<input type="text"/>					
Month	Day	Year			

*** Gender**

<input type="checkbox"/>	<input type="checkbox"/>
Male	Female

*** Primary Phone Number**

(include area code, country code, or city code):

Secondary Phone Number

(include area code, country code, or city code):

*** Email Address** (must be the same email address used when obtaining your GA CERT ID number)

*** GA CERT ID Number**

Candidate ID (if known)

(continued on next page)

Applicant's Name: _____
(please print) First Name M.I. Last Name

*** TEST FEES** (GACE assessments administered at international test sites are subject to a \$50 test site fee in addition to any test fees paid.)

Program Admission (combined test): **\$128***

Program Admission (any two tests): **\$103***

Program Admission (single test): **\$78***

Certificate Upgrade: **\$193***

Content (combined test): **\$193***

Content (single test): **\$123***

Educational Leadership: **\$193***

Georgia Educator Ethics: **\$30**

Georgia Ethics for Educational Leadership: **\$40**

Paraprofessional: **\$38**

Teacher Leadership: **\$350**

* A \$25 registration fee and a \$28 test center fee are included in this test fee.

ACCEPTABLE PAYMENT METHODS

- Credit/debit card (American Express®, Discover®, JCB®, MasterCard®, and VISA®)
Any debit/credit card branded with one of these five accepted credit card logos can be processed.

*** PAYMENT** (See payment policies on page 25.)

AMOUNT DUE \$ _____ Payment type: (check one)

Credit Card

Debit Card

Indicate which credit/debit card is being used and enter your card number and expiration date below.

IMPORTANT NOTE: If you are emailing your documents, do not include credit card information on this registration form. Once your application has been received, you will be sent an email with instructions regarding payment.

American Express® Discover® JCB® MasterCard® VISA®

Credit/Debit Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

		/		
--	--	---	--	--

Month Year

Cardholder Signature _____ Date _____

(continued on next page)

GLOSSARY

ADHD: Attention-deficit hyperactivity disorder. A persistent pattern of inattention and/or hyperactivity that is more frequent and severe than is typically observed in individuals with comparable levels of development.

Alternate format: Test format other than the one in which the test is usually delivered; examples include large print, braille, and audio recording.

Braille slate and stylus: A device that enables a braille user to manually emboss braille dots onto paper. Only available for applicants who are blind or have low vision.

Certification of Eligibility: Accommodations History: A verification statement signed by an authorized professional who verifies the applicant's accommodations history and certifies that there is documentation on file that meets the ETS Documentation Criteria.

Ergonomic keyboard: A computer keyboard designed to minimize muscle strain and related problems.

Extra breaks: Breaks other than regularly scheduled breaks that are not included in the testing time. Extra breaks can be taken as needed for snacks, beverages, medication, restroom trips, etc.

Extended testing time: Extra time to take the test. The amount of extended testing time is correlated to the test taker's disability or functional limitations. Fifty percent extended testing time is time and one-half; 100 percent extended time is double time (documentation is required for 100 percent extended time or more).

Human Reader: A person who reads aloud to the test taker. Typically for an individual with learning disabilities or traumatic brain injury or a test taker who is blind or has low vision. A human reader reads the test directions, questions and answer choices to the test taker. A human reader does not interpret, reword or explain the test, though the reader may repeat test content at the test taker's request.

IntelliKeys keyboard: A programmable alternative keyboard that enables users with physical and/or visual disabilities to easily type, enter numbers, navigate on-screen displays, and execute menu commands.

Keyboard with touchpad: A standard computer keyboard with a built-in touchpad. The touchpad allows the user the option of either using no external mouse or using a secondary pointing device.

Large-print answer sheet: An answer sheet for multiple-choice questions with large blocks that the test taker can mark with X's, rather than smaller boxes or ovals that need to be filled in.

Large-print figure supplement: A set of enlarged figures, primarily for test takers with low vision who are taking the test in an audio format.

LD: Learning disability.

Minor accommodations: Accommodations that do not affect the test delivery or response, such as a footstool, earplugs, a special chair/desk, or a cushion.

(continued on next page)

Oral interpreter: A trained interpreter who silently mouths speech for a deaf or hard-of-hearing test taker who is able to speech read. An oral interpreter may also use facial expressions and gestures and may paraphrase the language used by the speaker. This accommodation is provided for spoken directions and check-in procedures only and is available only for applicants who are deaf or hard-of-hearing.

Paper-delivered test: Any test that is ordinarily given on paper rather than on computer, or offered as an accommodation for a computer-delivered test.

Perkins braille: A braille typewriter with a key corresponding to each of the six dots of the braille code. It is permitted for note taking only. Available only for applicants who are blind or have low vision.

Screen magnification: Enlarging the size of everything displayed on the computer screen.

Scribe: A person who writes down, or otherwise records, the test taker's responses. The scribe does not correct spelling, create answers for the test taker, or help the test taker identify correct answers. The scribe simply writes the test taker's answers down on the test or answer sheet or types them into a computer.

Selectable background and foreground colors: A feature on computer-delivered tests that permits the test taker to select the colors of the background and the text to improve contrast and minimize eyestrain.

Sign language interpreter: An individual who communicates with the test taker using sign language. Available only for applicants who are deaf or hard-of-hearing, for spoken directions and check-in procedures only.

Spellchecker: An ETS-approved spellchecker is a hand-held device that is sent prior to the test date to test takers who qualify for this accommodation. It is NOT the standard software spellchecker included in programs such as Microsoft® Word.

Tactile figure supplement: A raised-line figure supplement to enable a test taker who is blind or has low vision to feel figures. The figure supplement is labeled in braille.

Trackball: A pointing device consisting of a ball held by a socket containing sensors to detect a rotation of the ball. The user rolls the ball with the thumb, fingers, or palm of the hand to move a pointer or cursor on the screen. Used as an alternative to a mouse.

Traumatic brain injury (TBI): Typically results from a violent blow or jolt to the head. The term TBI is often used synonymously with the term "head injury."

