

2024-25

## Georgia Assessments for the Certification of Educators<sup>®</sup> (GACE<sup>®</sup>)

# 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<sup>®</sup> (GACE<sup>®</sup>) program.

Use this supplement **together** with the 2024-25 GACE *Registration Bulletin* (see page 14).

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

## **Table of Contents**

General Information	3
Contact Information	4
How to Request Accommodations	5
Step 1: Complete the Testing Accommodations Request Form	5
Step 2: Complete GACE Registration Form for Testing with Accommodations	6
Step 3: Determine if Disability Documentation is Needed	7
Step 4: Submit Your Completed Forms and Documentation to ETS Disability Services	8
Changing or Canceling Your Test	10
GACE Test Preparation	10
Score Reporting	10
GACE® TESTING ACCOMMODATIONS REQUEST FORM	11
Part I — Applicant Information	11
Part II — Accommodations Requested	17
Part III — Certification of Eligibility: Accommodations History	19
GACE® Registration Form for Testing with Accommodations	24

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## **General Information**

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.

While many test takers with disabilities successfully take a *GACE*<sup>®</sup> test with appropriate accommodations, some test takers with disabilities may want to ask their prospective institution or fellowship sponsor whether it is willing to waive the test requirement and consider their application based on other information.

**Important:** Test takers requesting accommodations MUST complete a *Testing Accommodations Request Form* and submit it to ETS Disability Services. The form may be submitted online, via email, mail or courier service. We strongly encourage using the online registration system. You must submit your request and have your accommodations approved by ETS Disability Services **before** your GACE test may be scheduled. Accommodations cannot be applied to a test that has already been scheduled.

Submit your request as early as possible. Documentation review may take approximately four to six weeks once your request and complete paperwork have been received at ETS. If additional documentation is requested, it may be approximately two to four 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.

Information about GACE program policies, tests offered, test dates, fees and payment policies, identification (ID) requirements, test center procedures and score reporting information is available in the *GACE® Registration Bulletin* and on the GACE website at *https://gace.ets.org/test\_day/id/*. It is recommended you review this information prior to requesting accommodations.

To submit your accommodation request online, you will need to create an ETS account at *https://gace.ets.org/ register/accommodations/*. In your ETS account you may upload documentation and indicate your preferred test date and location. You may also view your approved accommodations and test appointments. In addition, if you are approved for extended test time, extra breaks, screen magnification and/or selectable background and foreground colors, you may also self-schedule your test online through your ETS account. If you are requesting and are approved for accommodations other than the four listed above, you cannot schedule your test online. Your approval letter will provide instructions for scheduling your test.

#### Using Previously Approved Accommodations

If you were previously approved for accommodations on a GACE test, review your approval letter to determine if your accommodations approval is still current. If your accommodations have not expired, you may register following the directions on your letter.

If you have received accommodations from ETS for another test (for example, the *TOEFL*<sup>®</sup> test, GRE, a *Praxis*<sup>®</sup> test, or a School Leadership Series assessment) and your documentation is still current, you may request the <u>same</u> accommodations for a GACE test during the 2024-25 testing year without providing disability documentation. The accommodations ETS previously approved for you will be approved again <u>if</u> they are appropriate for the current test.

If you have received testing accommodations on another standardized test such as the ACT, SAT, GMAT, LSAT and/or MCAT, etc. you may request the same accommodations for the GACE test during the 2024-25 testing year by submitting a copy of your approval letter. No disability documentation is required. The accommodations approved for you by another testing agency will be granted if they do not violate test construct or test security.

#### **Reduced-distraction Setting**

Many test takers request a reduced-distraction setting. The testing centers are designed to have minimal distractions with each test taker assigned to an individual carrel with earplugs or headphones available upon request to further reduce environmental noise.

#### **Pre-approved Personal Items**

Certain items are allowed in the testing environment without prior approval. These include, but are not limited to, bandages, spinal cord stimulators, foot stool, lumbar support cushion, service animals and hearing aids/cochlear implant. However, if your hearing aids or cochlear implant have Bluetooth capabilities, accommodations must be requested. The full list of pre-approved personal items for use at test centers or for at home testing is available at *https://www.prometric.com/sites/default/files/Permissible-items.pdf*.

If you wear an insulin pump, you do not need to request accommodations unless your pump consists of two pieces (the pump which 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 may be scheduled in a separate room. A continuous glucose monitor attached to your pump does not require prior approval; however, if you wish to bring your glucose test kit into the testing room, you must request accommodations.

### **Contact Information**

#### **ETS Disability Services**

Phone: 1-866-387-8602 (toll-free in the United States, U.S. Virgin Islands, Puerto Rico, and Canada) 1-609-771-7780 (all other locations) Monday–Friday 8:30 a.m.–5 p.m. U.S. Eastern Time (New York)

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

General Email Inquiries: stassd@ets.org

Requests for Testing Accommodations: disability.reg@ets.org

Courier Service: ETS Disability Services 660 Rosedale Road Princeton, NJ 08540

## How to Request Accommodations

#### **Steps to Request Accommodations**

To request accommodations for a GACE test, follow the steps below:

- 1. Complete the Testing Accommodations Request Form.
- 2. Complete the *GACE Registration Form for Testing with Accommodations* (if not submitting your materials online).
- 3. Determine if Disability Documentation is Needed
- 4. Submit completed forms.

Detailed information regarding each of these steps is provided in this Supplement.

### Step 1: Complete the Testing Accommodations Request Form

Complete the Testing Accommodations Request Form on pages 11-23 in this Supplement.

#### Part I — Applicant Information

Complete this section and sign the Applicant's Verification Statement even if you are requesting accommodations identical to those approved for you by ETS previously.

#### Part II — Accommodations Requested

Complete this section even if you are requesting accommodations identical to those approved for you by ETS previously. If you are requesting accommodations other than those listed in Part II, you must describe them under "Other Accommodations."

#### Accommodations for Health-related Needs

Health-related needs are most commonly those affecting digestion, immune function, respiration, circulation, endocrine functions, etc., and frequently require only minor accommodations. Documented health needs include conditions such as diabetes, Crohn's disease and chronic pain. Minor accommodations include but are not limited to: extra breaks for medication, snacks, beverages or glucose testing materials which are necessary during the test session.

Documentation for health-related needs should include a letter of support from a medical doctor or other qualified professional stating the nature of the condition and the rationale for the requested accommodation(s). Please note, handwritten documentation or a note on a prescription pad is not sufficient.

## Step 1: Complete the Testing Accommodations Request Form (continued)

#### **Commonly Requested Accommodations**

#### • Extended Test Time (all tests are timed)

- o 25 percent (time and one-quarter) or 50 percent (time and one-half) or 100 percent (double time)
- Extra Breaks The testing clock stops for breaks and does not affect your testing time. Breaks may be used for medication, snacks, trips to the restroom, etc. Some disabilities, by their nature, result in fatigue, the need for rest, and/or restroom breaks while not impacting the actual test taking. In these cases, extra breaks may be more appropriate than extended test time.

#### Accommodations for Computer-delivered Tests

- o Screen magnification
- o Selectable background and foreground colors
- o JAWS screen reader with or without refreshable braille device (only for applicants who are blind or have low vision)
- Assistance
  - o Human reader
  - o Human scribe
  - o Assistance with check-in and for spoken directions (only for applicants who are deaf or hard-of-hearing)
    - Oral interpreter
    - Sign language interpreter
  - o Assistance for note taking (only for applicants who are blind or have low vision)
    - Braille slate and stylus
    - Perkins brailler

#### • Alternate Test Formats

- o Braille (only for applicants who are blind or have low vision)
- o Large-print test book
- o Large-print answer sheet
- o Recorded audio1

#### Part III — Certification of Eligibility: Accommodations History

All applicants are encouraged to submit *Part III* — *Certification of Eligibility: Accommodations History* form which serves two distinct purposes:

- To provide verification of an individual's use of accommodations either in college or in the workplace
- As a shortcut for approval of certain specific accommodations for particular disabilities

## Step 2: Complete GACE Registration Form for Testing with Accommodations (if not submitting your materials online)

If you plan to submit your materials to ETS Disability Services by email or mail instead of online at *www.gace.ets.org/mygace*, complete the *GACE® Registration Form for Testing with Accommodations* form on pages 24–27 in this *Supplement*.

<sup>&</sup>lt;sup>1</sup>For recorded audio versions of tests containing graphics, a tactile or large-print figure supplement can be provided.

## Step 3: Determine if Disability Documentation is Needed

**DO NOT** submit disability documentation if you are able to use the COE as a shortcut for approval and/or you are submitting evidence of testing accommodations approval from ETS or another standardized testing agency. Submitting unrequired documentation will delay the review process. For more information regarding documentation guidelines, please visit *www.ets.org/disabilities*.

*If you have a learning disability, ADHD, TBI, ASD, a psychiatric disability and/or a physical disability* and are requesting 50% extended test time (time and one-half) or less and/or extra breaks, you do not need to submit documentation if you are submitting a valid *Part III — Certification of Eligibility: Accommodations History.* 

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

- Screen magnification
- Selectable background and foreground colors
- Braille
- Screen reader
- Large print (test book and/or answer sheet)
- Recorded audio
- Human reader
- Human scribe
- Braille slate and stylus for note-taking only
- Perkins brailler for note-taking only
- Extra breaks
- 50 percent or less extended test time (time and one-half)
- 100 percent extended test time (double time) when also requesting braille, a human reader, recorded audio, or a screenreader

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

- 50 percent or less extended test time (time and one-half)
- Extra breaks
- Sign language interpreter (for check-in assistance and spoken directions)
- Oral interpreter (for check-in assistance and spoken directions)

## Step 4: Submit Your Completed Forms and Documentation to ETS Disability Services

Requests for testing accommodations may be submitted online or via email, mail or courier service. We strongly encourage using the convenient online registration system. Be sure to include the appropriate documents with your submission. An incomplete application will cause a delay in processing your request.

#### Submitting Your Material Online in Your ETS Account

You may submit materials online through your ETS account at *https://gace.ets.org/mygace*. Once signed in, select "Accommodation Status/New Request" under the "Test Takers with Disabilities or Health-related Needs" section on the home page and follow the instructions.

#### Submitting Your Material by Email

Be sure to attach the following items with your email message:

- Completed Testing Accommodations Request Form
- Completed GACE Registration Form for Testing with Accommodations
- Disability documentation (if required)

Requests for accommodations should be sent to *disability.reg@ets.org*.

**Please note:** Do not include credit card information with your mail or email. Once your application has been received at ETS, you will receive an email with instructions regarding payment options.

## Step 4: Submit Your Completed Forms and Documentation to ETS Disability Services (continued)

#### Submitting Your Material by Mail or Courier Service

Be sure to include the following with your request:

Completed Testing Accommodations Request Form

Completed GACE<sup>®</sup> Registration Form for Testing with Accommodations

Disability documentation (if required)

Mail your material to the appropriate address below.

Mail	Courier Service
ETS Disability Services	ETS Disability Services
PO Box 6054	660 Rosedale Road
Princeton, NJ 08541-6054	Princeton, NJ 08540
U.S.A.	U.S.A.

Once your accommodations have been approved, you will receive an email from ETS Disability Services with instructions regarding how to register for the GACE test.

Regardless of how you submit your material, ETS Disability Services will contact you via email regarding your application.

## **Changing or Canceling Your Test**

If you are scheduled to take a computer-delivered 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 4 of this bulletin for contact information.

Policies for changing or canceling your test are included in the GACE *Registration Bulletin* and on the GACE website at *www.gace.ets.org/register/change\_cancel*. Rescheduling is permitted within the same testing year.

## **GACE 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 4 of this supplement for contact information.

## **Score Reporting**

Test takers who are blind may contact ETS Disability Services by phone for their test scores. See page 4 of this supplement for contact information.

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### Acknowledgment

This Acknowledgment, including the Privacy Notice at www.ets.org/legal/privacy, contains the terms and conditions between you and Educational Testing Service ("ETS," "we," "us," "our") regarding the ETS test you are now registering for and/or the testing products and services you are now requesting (these are together referred to as "Testing Services"). It applies to all actions you take regarding the Testing Services, including creating an online account, providing survey information regarding a test that you take, requesting one of our services relating to the test and completing a test or product order and providing payment information.

#### **Personal Information**

In registering for the Testing Services, you acknowledge and agree that we have the right to obtain, collect, store, use, disclose (including to public authorities and score recipients), extract and transmit (collectively "use") the personal information you provide, including your full name, home address, email address, telephone number, social security or similar number, passport number, national ID number, gender, nationality, age, date of birth, responses to other background information questions, test administration date and details, payment information and how you specifically use our Website. This also includes our use of biometric data (including fingerprints, audio recordings, facial images and video files) provided by you in the course of your registering for and participating in the Testing Services. All of the above data is referred to as "Personal Information". Which Personal Information we hold, how we use it and how long we hold it for may be subject to legal limitations in the jurisdiction in which you receive the Testing Services. ETS strives to meet these legal requirements, and further information on how we do so is provided below.

#### How We Use Your Personal Information

We use your Personal Information to: complete any registration, purchases, or other transactions you request; improve our products and services; identify, develop, and offer new or expanded products and services; improve and personalize your experience on the website; customize the content and/or format of the pages you visit subject to your opting-in (see below); 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.

If you agree (or have agreed) under other agreements with ETS that we may use your Personal Information in additional ways, those other agreements will not be limited by this separate Acknowledgment.

#### International Transfer

ETS, its Website, and its servers are located in the United States. Therefore, your information, including Personal Information, will be transferred from your location to the United States in accordance with applicable laws. It may also be transferred directly from your location or via the United States to other countries who provide processing services to ETS, all at the direction of ETS and in accordance with applicable laws. In accepting this Acknowledgment, you are agreeing to cross-border transfers of your information, including your Personal Information. If you do not agree to these cross-border transfers, then you should refrain from using the Website. You may have a right under applicable law to revoke your consent to the international transfer of your Personal Information. If you do so, we are unlikely to be able to continue providing the Testing Services to you.

#### **Third Party Disclosure**

We communicate your Personal Information to certain third parties, within the jurisdiction of your location and elsewhere, with whom we have a direct or indirect business or contract relationship in order to provide you with the Testing Services you have requested. These third parties assist with various aspects of the delivery of the Testing Services, including security services and score distribution services.

#### **Your Rights**

In some instances, under applicable laws, you have the right to withdraw your consent and require us to delete your Personal Information should the lawful purposes for which we hold it cease. You may also request that we correct your Personal Information if it is incorrect, inaccurate, misleading, or incomplete. To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections.

If required under applicable laws, at your request and on satisfactory proof of identity (as determined by ETS), we will provide you (i) confirmation that we hold your Personal Information, (ii) details or a description of the Personal Information we hold in an intelligible form; (iii) information of how we came to hold the Personal Information, the purposes for which we are using it, and in some cases the methods and logic we use in processing the Personal Information; (iv) further corporate information regarding ETS and, in some circumstances, the other corporate entities who may process the Personal Information on behalf of ETS.

To request any of the above actions, please contact us at: Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org

You may also have the right under certain applicable laws to complain to a regulatory authority in your country if you believe we have not processed your Personal Information in compliance with applicable laws.

#### **Further Communications**

We ask you to provide your contact details, including email address, telephone and mobile phone details. We use this information so that we can quickly provide you with information (principally by way of email, telephone, SMS or other electronic means) regarding the Testing Services you have requested and to provide you with information about other testing products and services (which we will do in accordance with applicable laws). When you receive communications from us about other testing products and services, you will have the opportunity of subsequently opting-out of receiving these, and our communications will contain instructions on how to do so. Remember, however, that we may still send emails or call you in order to provide the Testing Service you have purchased or otherwise requested from us.

#### **Governing Law**

You agree that this Acknowledgment will be governed by and construed in accordance with the laws of the United States and the State of New Jersey, without regard to principles of conflict of laws.

#### **Additional Information**

This section containing additional information is of general application, but it is also provided for purposes of the EU General Data Protection Regulation when it comes into force (to the extent the Regulation is applicable to you in the context of the Testing Services): ETS Corporate Details (including contact details): Educational Testing Service, 660 Rosedale Road, Princeton, NJ 08541, USA, email: etsinfo@ets.org

Purpose and Legal Basis for Processing: To provide tests and testing services as requested, including processing for the administration of tests, such as marking and score reporting to test takers and nominated score recipients.

Legitimate Interests relied upon: ETS requires your Personal Information for purposes of administering educational tests and providing these tests in a secure manner so that test takers receive accurate results and test qualifications are recognized by intended score recipients.

International Transfers: Data will be transferred to data processors engaged by ETS in various jurisdictions outside of the EEA, depending on the particular Testing Services requested. These transfers are made in accordance with the acknowledgment you have given above and intercompany and third party transfer agreements, in accordance with applicable laws.

Personal Information Retention: Personal Information is generally held for 5 years from the date of its submission. This period may be extended by ETS if the score for the Testing Service you require remains valid for a longer period (which information is usually contained in your testing result information), if the Testing Service you have requested is being reviewed or if our legitimate interest in retaining your Personal Information remains in place. It also may be shorter if we no longer require your Personal Information (for example, if you have expressed interest in a test but have not taken one). You may contact us at etsinfo@ets.org if you require further information.

Data Subject Rights: In addition to the rights described above, you may have data portability rights. For security reasons, most testing organizations will require that Personal Information be obtained directly from you and this may limit the usefulness of your data portability rights.

Supervisory Body: Please contact the national data processing authority in the jurisdiction in which you receive the Testing Services.

*For Hong Kong residents only:* Subject to applicable laws regarding our use of your Personal Information, we will not use your Personal Information if we do not reasonably believe that such use is in your interests. In order for us to supply you with the Testing Services, you must supply us with your Personal Information to complete any registration, purchase or other transaction you request online and/or perform any of our other contractual obligations to you which requires us to have the Personal Information.

*For Australian residents only:* Please be informed that if you agree 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.

*For Canadian residents only:* This is the notification that ETS is required to provide to Canadian residents. Please see above regarding International Data Transfers. Where we transfer Personal Data to third parties we contractually require third parties to have a written procedures in place that comply with the requirements of the applicable privacy laws in Canada.

*For Singapore residents only:* In connection with the transfer of your Personal Information outside of Singapore, ETS believes that the laws of the recipient country of your Personal Information will provide a standard of protection comparable to the applicable laws of Singapore.

#### **Contact Information**

If you have questions or requests concerning our use of your Personal Information, you should contact: etsinfo@ets.org.

By indicating "I Agree," you expressly and voluntarily acknowledge and agree to the terms and conditions above, particularly those relating to our use of biometric data and the international transfer of Personal Information.

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

## Verification Statement to Be Signed by Applicant

I attest to the fact that the information recorded on this application is true, and if this application is not sufficient, I agree to provide ETS with any additional information or documentation requested in order to evaluate my request for accommodations. I also give permission to release to ETS a copy of any pertinent information required to establish the need for the accommodation(s) requested herein. If I am requesting the use of an assistive device, I am familiar with its use.

I understand that all information that is necessary to process this application must be available to ETS sufficiently in advance of the test administration date to provide time to evaluate and process my request for accommodations. I also understand that processing can take approximately four to six weeks from the time the application is complete. If additional information is requested, it may be approximately another two to four weeks from the time the new documentation is received until the review is complete. I acknowledge that ETS reserves the right to make final determination as to whether any requested accommodation is warranted and appropriate.

If I am submitting *Part III — Certification of Eligibility: Accommodations History* form, I acknowledge that my request for accommodations will not be processed if I alter or revise Part III in any way after the appropriate official has completed it. I also understand that ETS does not waive its right to ask the person who completes Part III on my behalf to submit the supporting documentation, if necessary, either before or after the test administration date.

I authorize any person completing Part III on my behalf to release this information to ETS upon ETS's request. For quality assurance, the *Certification of Eligibility: Accommodations History* form may be subject to audit resulting in a review of the actual disability documentation on file.

I acknowledge that any submitted information may also be used for research purposes, and that in no case will any individual be identified by name in research studies, and that the information will be protected by the terms of ETS's Confidentiality of Data Policy.

I further understand that ETS reserves the right to withhold or cancel my scores if it is subsequently determined that, in ETS's judgment, any information presented in this application or supporting documentation is either questionable, inaccurate, or used to obtain accommodations that are not necessary.

I understand that ETS has contracted with an external panel of expert consultants with whom it may consult to augment its in-house expertise. By submitting my request for accommodations, I authorize and provide my consent to ETS to share my personal information as needed concerning this request.

Signature of Applicant

Date

#### Keep a copy of this completed form for your records.

## GACE TESTING ACCOMMODATIONS REQUEST FORM Part II — Accommodations Requested

Applicant's Name:		
(please print) First Name	M.I.	Last Name
Today's Date: / / Month Day Year		
Previously Approved Standardized Te	sting Accommodations	
If you have been approved for testing ac accommodations are identical to those y indicate the month and year:	•	
Program: GACE® G	IRE® HISET®	ParaPro
Praxis® S	chool Leadership Series	TOEFL®
Previous test date(s) (month/year):		
Have you received testing accommodation LSAT and/or MCAT, etc.?	ons on another standardized test	such as the ACT, SAT, GMAT,
Yes No		
If you checked yes above, please submit which details the accommodations that v		
Are you still experiencing the functional l accommodations were previously approv	-	
Yes No		
REQUESTED A	ACCOMMODATIONS (Check all t	hat apply)
<b>Extended Testing Time</b> ( <b>NOTE:</b> All tests time, you must submit disability document from another standardized testing agence	ntation or verification of approval	•
25 percent (time and one-quarter)	50 percent (time and one-ha	If) 100 percent (double time)
Extra Breaks — breaks are not included restroom, etc.)	d in testing time (may be used for	medication, snacks, trips to the
Yes		

## GACE TESTING ACCOMMODATIONS REQUEST FORM Part II — Accommodations Requested (continued)

Applicant's Name:

(please print) First Name

M.I.

Last Name

#### Accommodations for Computer-delivered Tests

- □ Screen magnification
- □ Selectable background and foreground colors
- JAWS screen reader (only for applicants who are blind or have low vision)

#### Alternate Test Formats

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

**Assistance** (**NOTE:** If you are requesting a human reader and/or a scribe, and your disability is NOT blindness or legal blindness, you must submit disability documentation or verification of approval of the same accommodations from another standardized testing agency directly to ETS for review.)

- Human reader
- □ Human scribe
- Sign language interpreter for check-in assistance and spoken directions (only for applicants who are deaf or hard-of-hearing)
- □ Oral interpreter for check-in assistance and spoken directions (only for applicants who are deaf or hard-of-hearing)
- Braille slate and stylus for note taking (only for applicants who are blind or have low vision)
- Perkins brailler for note taking (only for applicants who are blind or have low vision)

**Other Accommodations.** If you are requesting accommodations other than those listed above (e.g., medical supplies/assistive devices), please describe them below (including make/model information, if applicable), and submit appropriate documentation.

1.	
2.	
J.	
4.	
5.	

## GACE<sup>®</sup> TESTING ACCOMMODATIONS REQUEST FORM Part III — Certification of Eligibility: Accommodations History

The Certification of Eligibility (COE): Accommodations History form serves two distinct purposes:

- to provide verification of an individual's use of accommodations in either college or in the workplace
- as a shortcut for approval of certain specific accommodations for most disabilities

A completed COE: Accommodations History will only be considered in place of disability documentation from qualified applicants with

- 1. Learning Disability (LD), Attention Deficit Hyperactivity Disorder (ADHD), Traumatic Brain Injury (TBI), Autism Spectrum Disorder (ASD), psychiatric disabilities and/or physical disabilities, who are requesting 50% or less extended time and/or additional breaks only; OR
- 2. Blindness/legal blindness and/or hearing loss who are requesting the accommodations listed on page 7 for these conditions.

For individuals with medical or chronic-health related conditions, or for any other accommodations (double time, scribe, reader, etc.) applicants must submit disability documentation or verification of approval of the same accommodations from another standardized testing agency directly to ETS for review.

This form must be completed and signed by an authorized professional representing one of the following:

- Office of Accessibility/Disability Services at test taker's college or university
- Human Resources office at test taker's place of employment
- Department of Vocational Rehabilitation (DVR) office in test taker's state of residence

Certification of Eligibility: Accommodations History forms completed and signed by members of the applicant's family, or by the individual who diagnosed or is treating the disability, will not be considered.

After reading this page, please complete pages 20-23

## GACE® TESTING ACCOMMODATIONS REQUEST FORM Part III — Certification of Eligibility: Accommodations History (continued)

Applicant's Name:			
	First Name	M.I.	Last Name

#### DIRECTIONS FOR COMPLETING THE CERTIFICATION OF ELIGIBILITY: ACCOMMODATIONS HISTORY

The *Certification of Eligibility: Accommodations History* form may be used in lieu of documentation or as verification of the accommodations used in college or in the workplace. The authorized professional should initial each of the documentation criteria listed below. Please clearly write your initials for each item.

Does the candidate's documentation...

Yes	No	N/A	
1			Meet the recency guidelines set forth at <b>www.ets.org/disabilities</b> ?
2			Include complete educational, developmental, and medical history relevant to the disability for which accommodations are being requested?
3			Describe the functional limitations resulting from the diagnosed disability?
4			List the test instruments used in the evaluation report and relevant subtest scores used to document the stated disability? (All test instruments should have adult norms.)
5			Describe the specific accommodation(s) requested and adequately support each requested accommodation?
6			Present itself on official letterhead, typed, signed, and dated by an evaluator qualified to make the diagnosis (include information about license, certification, and area of specialization)

## GACE® TESTING ACCOMMODATIONS REQUEST FORM Part III — Certification of Eligibility: Accommodations History (continued)

Applicant's Name:

(pl	ease print)	First Name		M.I.	Last Name	
Pro	ovide the follow	wing information reg	arding the disability doo	cumentation of	n file:	
A.	Name and c Smith, MD, I		ofessional who comple	eted the mos	recent evaluation. (e.g., Susan	
		Name	Degree	A	ea of Expertise	
B.	Date of profe	essionals most rece	ent evaluation: Month			
C.		liagnosed disability tions have been gr	or disabilities, as state anted:	ed in the doc	umentation, for which	
D.	Please indic	ate the accommod	ations the applicant ha	as received a	your institution.	
	Extended te time, disabil	sting time (NOTE: a	all tests are timed; if ap	plicant is rec al of the sar	uesting more than 50% extended ne accommodations from another	
	□ 25%	□ 50% □	100% 🗌 Other			
	environment	t," please describe	that environment.		ent used a "reduced distraction testi	•
E.	During what	period of time has	the applicant used the	above acco	mmodations?	
	From		o Month/Year			
		Month/Year	Month/Year		(continued on next p	age)

## GACE<sup>®</sup> TESTING ACCOMMODATIONS REQUEST FORM Part III — Certification of Eligibility: Accommodations History (continued)

Ap	plicant's Name: .			
	ease print)		M.I.	Last Name
F.	Has the applic	ant used these accommo	dations for at least one semester	or four months?
	Yes _	No		
G.	Where has the	applicant used the accon	nmodations?	
	College/Ur	niversity		
	Place of E	mployment		
	Other (indi	cate):		

I certify that the accommodations indicated in *Part III — Certification of Eligibility: Accommodations History* form are those that were documented as necessary and approved for the applicant.

I certify I have reviewed the Educational Testing Service (ETS) Disability Documentation Guidelines and the applicant's documentation supporting the disability or disabilities and the need for specific accommodations is in line with those guidelines and on file in this office. For quality assurance, *Part III — Certification of Eligibility: Accommodations History* form may be subject to an audit resulting in a review of the actual disability documentation on file.

In the event ETS requests a copy of any of the documentation cited above, I agree to send ETS, for its consideration, the complete file of documentation pertinent to establishing the need for these accommodations. I understand the applicant authorizes the release of this information pursuant to the applicant's verification statement.

I also understand if ETS determines at any time the applicant's documentation is not in line with ETS's Disability Documentation Guidelines, ETS will withhold or cancel the applicant's score(s).

## GACE® TESTING ACCOMMODATIONS REQUEST FORM Part III — Certification of Eligibility: Accommodations History (continued)

Authorized Professio	nal's Verification Staten	nent
To be signed by an authorized person in the C Resources counselor at place of employment o evaluator who diagnosed or is treating the in	r a Vocational Rehabilitat	ion counselor. NOTE: The
Signature of Authorized Professional	Date	
Print Name		
Title		
Name of Institution/Agency/Place of Employment		
Telephone	Fax #	
Email Address		

Attach Business Card Here



#### **GACE®** Registration Form for Testing with Accommodations

If you are requesting testing accommodations for a GACE<sup>®</sup> assessment by mail or email, you must complete and submit this registration form in addition to the *Testing Accommodations Request Form* (pages 11–23). **Note:** You cannot schedule a test until you receive authorization to do so.

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)																																	
		Τ																																														
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*	Ci	ty																							;	* :	Sta	te	or	Pr	ov	ind	ce				*	Z	IP/	/Pc	ost	tal	С	od	le			_
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Applicant's Name:		
	 M.I.	Last Name

**\* TEST DATE** (See the GACE *Registration Bulletin* for test dates and registration deadlines. Enter only one test date. A separate registration form is required for each date.)

Month	Day	Year

**\* TEST** (See the GACE *Registration Bulletin* for a list of tests offered and test codes. Enter the name and the test code for the test you are registering to take. On any given test date, you may take up to two different tests.)

Test Code	est Name	

**\* TEST CENTER** (Select your first- and second-choice test centers. Enter the five-digit test center code and print the name and location of each center in the appropriate spaces. Test centers and test center codes are available on the ETS GACE website at *www.gace.ets.org*.)

NOTE: If your first- and second-choice test centers are full, you will be assigned to the closest available test center.

* First Choice	Test Center Name:	
	City:	
	State:	
Second Choice		

#### **BACKGROUND INFORMATION**

The following questions are optional and only used for the purpose of evaluating test questions. They are not maintained as part of your educator certification records.

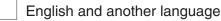
1. What is your best language of communication?

English

Another language

2. What language(s) did you first learn as a child?

English only





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

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.

**PAYMENT** Please pay online with a credit card. If you are requesting an accommodation, do not send payment with this form. You can pay online after the voucher and/or accommodation has been provided.

**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.

Applicant's Name:					
••	First Name	M.I.	Last Name		

#### PAYMENT POLICIES

- All payments must be for the full amount.
- Fees are subject to change without notice. Fees quoted are in U.S. dollars and are exclusive of any Sales and Use, Value-Added, or similar taxes.
- All outstanding balances with ETS must be paid in full prior to registering for any ETS-administered tests.
- Services may be withheld for nonpayment of fees.
- Service fees are nonrefundable.
- Cash payments cannot be accepted

**CONSENT** I agree to the terms and conditions outlined in the ACKNOWLEDGMENT on pages 12–15 of this supplement.

#### Please write, DO NOT PRINT, the following statement.

I certify that I am eligible to take the test(s) for which I am registering and hereby agree to the conditions set forth in the 2024-25 GACE *Registration Bulletin* and on the ETS GACE website at **www.gace.ets.org**, specifically those concerning the Rules of Test Participation, the test administration, payment of fees, reporting of scores, and the confidentiality of test questions. I certify that I am the person whose name and address appear on this form. I understand and agree that ETS and the GaPSC may collect my photograph and other types of personal information regarding my identification document(s) and may use my personal information for the purposes of the GACE assessment.



I.N. 845625 157501-104130 • UNLWEB724