



California Board of Accountancy
2450 Venture Oaks Way, Suite 300
Sacramento, CA 95833

phone: (916) 263-3680 *fax:* (916) 263-3675 *web:* www.cba.ca.gov



Reasonable Accommodation Request (Form A)

Purpose: The Reasonable Accommodation Request (Form A) is used by an applicant with disabilities or temporary medical conditions to request testing accommodations to the Uniform Certified Public Accountant Examination (CPA Exam).

Who Completes this Form: The applicant seeking reasonable accommodation completes Form A or provides a written document containing all the information requested in Form A.

When to Complete this Form: The applicant has a disability or temporary medical condition, is seeking a reasonable accommodation, and one of the following:

- The applicant is submitting an original request for a reasonable accommodation.
- The applicant requires an item not listed on Prometric's [Pre-approved Items List](#).
- The applicant wishes to make changes to the reasonable accommodation previously approved by the CBA.
- The applicant was previously approved for a reasonable accommodation, but has not taken any sections of the CPA Exam within the last three years.
- The CBA approval for reasonable accommodation has expired because it was related to a temporary disability or medication condition.

Where to Send this Form: Email to ExamRequests@cba.ca.gov or deliver to the CBA at:

California Board of Accountancy
ATTN: EEU—Accommodation
2450 Venture Oaks Way, Suite 300
Sacramento, CA 95833-3291

Deadline to Submit this Form: The CBA encourages an applicant to submit Form A and support documentation no later than 30 days prior to scheduling a CPA Exam testing appointment.

Reasonable Accommodation Request (Form A)

This form is to be completed by the applicant.

1. Applicant information

Name:

Address:

City:

State:

Zip Code:

Telephone:

Email:

2. Please select the type of reasonable accommodation for your request.

Disability

What major life activity(ies) does your disability substantially limit when compared to most people in the population? You are not required to give your diagnosis.

Temporary Medical Condition

Describe the nature and extent of your temporary medical condition. You are not required to give your diagnosis.

3. What testing accommodation(s) are you requesting? Please be specific and consider the nature of the CPA Exam and the standardized testing conditions under which the examination is given.

4. What documentation have you included in support of your request? Check all that apply.

- Reasonable Accommodation Evaluation specific to the CPA Exam (e.g., Form B)
- Individualized Education Program (IEP)
- Section 504 Plan
- Other _____

I attest that the information I have provided on this form is true and correct.

Applicant Signature

Date

Personal Information Collection and Access

Personal Information Collection Notice: The California Board of Accountancy (CBA) of the Department of Consumer Affairs (DCA) collects personal information requested on this form as authorized by Business and Professions Code sections: 313.2, 5082, 5082.1, 5082.3, 5093 and 5093.5, titles II and III of the Americans with Disability Act, Information Practices Act (Civil Code section 1798 and following), and California Government Code section 12944 of the Fair Employment and Housing Act (FEHA). The CBA uses this information, in accordance with DCA's Privacy Policy, principally to review an applicant's need for a testing accommodation.

Mandatory Submission: Submission of the requested information is mandatory for examination applicants seeking testing accommodations. The CBA cannot consider your request for testing accommodations unless you provide all the requested information.

Access to Personal Information: You may review the records maintained by the CBA that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information: The CBA makes every effort to protect the personal information you provide. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government code section 7920.000 and following), as allowed by the Information Practices Act.
- Disclosure to another government agency as required by state or federal law.
- In response to a court or administrative order, or subpoena, or a search warrant.

Additionally, if your accommodation request is approved by the CBA, your personal information will be disclosed to the National Association of State Boards of Accountancy (test administrator) and Prometric (testing center) to arrange for your accommodation.

Contact Information: For questions about this notice or access to your records, contact the CBA at Outreach@cba.ca.gov or at 2450 Venture Oaks Way, Suite 300, Sacramento, CA 95833. For questions about DCA's Privacy Policy, contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by email at dca@dca.ca.gov.