

Accommodation Policy Acknowledgments:

• **CURRENT CTC STUDENTS:**

- I acknowledge that it is my responsibility to contact the [Disability Support Services](#) to provide certified documentation that is no older than five (5) years concerning my need/disability, should I not already have certified documents currently on file with the college.
- I understand that after I register and pay for my exam, that I must fill out a [Testing Accommodation Request](#) on the Disability Support Services page of the college website in order to be scheduled to test with the Disability Support Services Office.
- I understand that I must request my Testing Accommodation Request at least three (3) business days prior to my scheduled appointment date with Disability Support Services.
- I understand that I must provide my Disability Support Services proctor my receipt for my scheduled exam upon arrival.

• **NON-CTC STUDENTS:**

- I understand that if I am a Non-CTC student and have not attended school in five (5) years, that I must provide certified documentation of my need/disability that is no older than five (5) years to Chattahoochee Technical College's [Disability Support Services Office](#).
- I understand that if I am a Non-CTC student, but have attended school in the last five (5) years where I had documentation on file such as an IEP, that I will need to contact the Chattahoochee Technical College's Disability Support Services Office with the name of the school and name of my former Disability Coordinator.
- I understand that after I register and pay for my exam, that I must fill out a [Testing Accommodation Request](#) on the Disability Support Services page of the college website in order to be scheduled to test with the Disability Support Services Office.
- I understand that I must request my Testing Accommodation Request at least three (3) business days prior to my scheduled appointment date with Disability Support Services.
- I understand that I must provide my Disability Support Services proctor my receipt for my scheduled exam upon arrival.