



Testing Accommodation Checklist for Candidates

Follow these steps to ensure your request for testing accommodations is successfully processed by Financial Modeling Institute (FMI):

1. Understand the Policy

- Review the [Testing Accommodations](#) page on FMI's website.
- Submit your request at least 6 weeks in advance before the exam registration deadline to allow sufficient processing time.

2. Gather Supporting Documentation

- **Required Documentation:** Obtain all documents related to your impairment(s) that support your request.
- **Documentation Standards:** Ensure that:
 - The assessment reflects your **current impairments and functional limitations**.
 - The assessment was completed **no earlier than 5 years before the exam date**.
 - All documents are clear, legible, complete, and up-to-date.
 - Documents are issued by a **certified medical professional**.
 - Documents sent via photo must be clear and visible.
 - Documents submitted must be in **English** or accompanied by an **official translation**.
- **Medical Professional's Note/Letter:** The note or letter must:
 - Indicate the type of testing accommodation required.
 - Provide the rationale behind the recommendation.
 - Describe how the **diagnosis is currently managed** and how it was managed in the past, if applicable.
 - Include the **address and website** of the medical facility where the professional practices.
- **Comfort Accommodations:** Certain items are pre-approved and do not require additional documentation. These include:
 - Foam earplugs
 - Medicine (e.g., epinephrine pens, insulin pens)
 - Braces (e.g., neck, arm, or leg braces)
 - Water and a small snack
 - Pillow or lumbar support
 - Service animals
 - Paper Tissues
 - Medical devices attached to the body (e.g., insulin pumps)
 - Hearing aids
 - Calculators

3. Submit Your Request

- Email info@fminstitute.com to initiate your accommodation request.
- Attach all required documents to your email.

4. Plan for Future Exams

- If you retest in the future, you must resubmit updated documentation for reassessment, even if accommodations were approved previously.

Checklist Summary

- ☐ Review FMI's Testing Accommodations guidelines
- ☐ Submit your request at least 6 weeks before the registration deadline
- ☐ Gather and verify documentation:
 - ☐ Reflects current impairments and functional limitations
 - ☐ Completed no earlier than 5 years before the exam date
- ☐ Includes a medical professional's note/letter with:
 - ☐ Type of testing accommodation required
 - ☐ Rationale for the recommendation
 - ☐ Current and, if applicable, past management of the diagnosis
 - ☐ Address and website of the medical facility
 - ☐ Clear, legible, complete, and up-to-date
 - ☐ All documents submitted must be in English or accompanied by an official translation
- ☐ Email your request and documents to info@fminstitute.com
- ☐ Utilize pre-approved comfort accommodations as needed
- ☐ Plan for future submissions if retesting

By following this checklist, you can ensure a smooth and timely review of your request.