



# 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.
- **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](mailto: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
- Email your request and documents to [info@fminstitute.com](mailto: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.**