



### **Accommodation Request Instructions**

Seeking an accommodation, let us know by following the steps below.

Any prospective student who has a special need or accommodation request must submit the request to the Accommodations Specialist. Requests must be submitted by completing the Accommodation Request form and uploading it, along with supporting documentation, to our secure portal for review.

1. Access to the fillable Accommodation Request form can be found here: [Request Form](#)
2. Complete the fillable request form and save it to your device/computer.
3. Then upload the Accommodation Request form and supporting documentation to the secure portal via Files.com at the link provided: [Secure Portal](#)
4. After clicking the link, you will be asked to enter your Name and Email address.
5. The next page will appear allowing you to drag and drop or upload files from your computer.
6. Once files have been uploaded, they will appear in a list format at the bottom of the page. Close the browser window when finished.
7. The Accommodations Specialist will be notified when documents are uploaded and will contact the individual via email to confirm receipt of the request form and documentation. Next steps will be provided during the initial contact.
8. If you are seeking an accommodation for the actual certification exam, that goes through our testing vendor- Pearson Vue. The accommodations to be provided based on the above request form will only apply to the virtual classrooms.
  - a. Accommodation requests for Pearson Vue start here:  
[https://www.pearsonvue.com/accommodations/pv\\_review.asp?clientName=CompTIA](https://www.pearsonvue.com/accommodations/pv_review.asp?clientName=CompTIA)  
Make sure to submit your request as soon as possible as they take longer to process requests.
9. For questions regarding an accommodation, please contact [lpierce@comptia.org](mailto:lpierce@comptia.org).