

MT Board of Nursing Process for NCLEX Candidates to Request Testing Accommodations

Candidates for NCLEX examinations who are seeking licensure in MT can request testing accommodations from the MT Board of Nursing. This request is for candidates who have a disability (mental or physical impairment) that substantially limits life activities and which is protected under the Americans with Disabilities Act (ADA). Some examples include but are not limited to: Visual Stress Syndrome, anxiety disorders, hearing impairments, reading disabilities, etc.

These are the steps to follow:

1. Submit a request for accommodations to the Montana Board of Nursing by email at: nurse@mt.gov .
In the request, please detail the type of accommodation requested from this list:
Adjustable Contrast Display Screen
Adjustable Font Size
Specific Testing Aid
Specific Testing Equipment
Extra Time: 2 hours, 3 hours, double time over 2 days
Screen Magnifier
Separate Room, Separate Room and Reader, Separate Room and Recorder
Separate Room and Sign Language Interpreter
2. Along with the request, the candidate must include documentation of the disability from a health care provider. The documentation must be a medical diagnosis using DSM criteria, or proof of testing done by the education program, or a learning disability diagnosis or plan from the educational institution. Please indicate in the request if the candidate has had accommodations while in the nursing program.
3. The candidate shall NOT make a test date until he or she has had the accommodations approved. The candidate will schedule the test appointment only when they receive an Authorization to Test (ATT) from the Board office. Once the candidate has been made eligible to test, the candidate will work with Pearson Vue, the testing agency, to set the test date.
 - PLEASE NOTE: **your ATT should explicitly state “with accommodations”** on it. If it does not, please contact the Board of Nursing at 406-444-5711 to discuss.
 - Once you receive your ATT with accommodations, you will need to follow the directions on the ATT for scheduling. **To guarantee accommodation, you will be required to schedule your NCLEX via phone** (phone number on ATT) - **NOT online.**
4. If a candidate does not pass the NCLEX, the candidate will go through the process of requesting accommodations again for the next testing session. The candidate will not need to provide new documentation of the disability.

Questions about the process? Please contact the Board at nurse@mt.gov

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