
ADA Procedures:

1. Student must provide all special accommodation documents to the school of choice for review and approval at the school level.
2. School will then submit the request for accommodations, via email, to m.stagg@elsevier.com. (Please review the notice below and include all information in the email request.)

***IMPORTANT: The information provided below must be the same as it appears on your government issued photo ID. You will not be admitted into the testing lab if there is any discrepancy between what it is entered into the system (by Elsevier) and what is presented on your ID. Please only submit your Eligibility ID request once.**

Include the following information in the email request:

Prospective School Name
Type of Program (i.e. ADN, BSN, Nursing, Radiography. etc.)
Exam Name
Requested Accommodation
First Name
Middle Name
Last Name
Address
City
State
Zip
Phone Number
eMail

3. Elsevier will review the ADA request to ensure compliance with our testing policies. Upon approval, Elsevier will provide the school with authorization and pricing information.
4. School will need to provide written acceptance of conditions, before the student can be scheduled to test at Prometric with special accommodations.