# DSA 602

~~CASp~~ TEST ACCOMMODATION(S) REQUEST (11/20/20 ~~03/20/16~~)~~VOLUNTARY CERTIFIED ACCESS SPECIALIST (CASp) PROGRAM~~Please read the *ADA Test Accommodation(s) Guidelines ~~for the CASp Examination~~*(11/20/20 ~~03/20/16~~), incorporated by reference, and CASp examination candidates, please also read, the *CASp Examination, Certification, and Practice Standards Handbook* (11/20/20 ~~02/2016~~), incorporated by reference, before completing this form. ~~CASp Test Accommodation(s) Request~~. ~~Candidate information items with an asterisk (\*) are required to be provided.~~ All items are required.

A. CANDIDATE INFORMATION

Name (Last) (First) Email Address

B. EXAMINATION INFORMATION

Exam Date (Month/Year)  
Exam Location (City/State)

C. ACCOMMODATION(S) REQUEST and DOCUMENTATION

ACCOMMODATION(S) REQUEST  
What is your disability status? Permanent Temporary

DOCUMENTATION  
If this is your first accommodation request with DSA, your accommodation needs or disability status has changed, or it has been more than one year since DSA provided the accommodation for your temporary disability, then the following documentation is required:

1. What accommodation(s) appropriate to the disability are you requesting?
2. Document your need for an accommodation as completely as possible by writing a personal statement describing your disability and its impact on your ability to take the exam under standard conditions:
3. Enclose documentation that complies with the requirements in the ADA Test Accommodation(s) Guidelines.

Note: Requests will not be considered if required documentation is not provided

D. ACKNOWLEDGEMENT

The signature must be a wet signature. Forms with electronic signatures will be returned.

I certify under penalty of perjury and under the laws of the State of California that the information on this form ~~application~~ is true and complete to the best of my knowledge. I acknowledge that any false incomplete, or incorrect statements may result in my disqualification from the certification process or denial of my request for accommodation in taking the ~~CASp~~ examination.  
  
APPLICANT SIGNATURE DATE

SUBMISSION

Submit this form and required documentation to the respective DSA examination unit:  
CASp Examination or Project Inspector Examination  
Division of the State Architect  
1102 Q Street, Suite 5100  
Sacramento, CA 95811

Department of General Services Privacy Notice on Collection

Collection and Use of Personal Information. The Department of General Services (DGS), Division of the State Architect (DSA) collects the information requested on this form as authorized by Title 2 of the Americans with Disabilities Act for the administration of the programs authorized by Government Code Section 4459.5 and Education Code Section 17311. DSA uses this information for the purpose of fulfilling requests for testing accommodations. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. DGS's general privacy policy is available at [www.dgs.ca.gov/Privacy](http://www.dgs.ca.gov/Privacy).  
  
Providing Personal Information. All the personal information requested in the form is mandatory unless otherwise noted. Failure to provide all the necessary information will result in delay or denial of the test accommodation approval and facilitation. Please do not provide personal information that is not requested.  
  
Access to Your Information. You may review the records maintained by DSA that contain your personal information, as permitted by the Information Practices Act. See below for contact information.   
  
Possible Disclosure of Personal Information. In order to fulfil the test accommodation request, we may need to share the information you give us with a third-party vendor, including an examination proctor, whose services are needed in order to provide the test accommodation. The information you provide may also be disclosed when required by law.Contact Information. For questions about this notice or access to your records, you may contact Records Coordinator at DSA at (916) 445-8100 or by mail at:

Department of General Services, Division of the State Architect

Records Coordinator

1102 Q Street, Suite 5100, Sacramento, CA 95811  
~~Candidate Information  
Title Mr. Mrs. Ms. Dr. \*  
First Name\* Middle Name Last Name\*  
Mailing Address – Street address or PO Box\*  
City\* County State\* ZIP Code\*  
Primary Phone\* Secondary Phone Email\*~~

~~A. Accommodation(S) Request  
Exam Type Open Book (Plan Review) Closed Book  
If you have previously been provided accommodation, please proceed to Section B. If this is your initial accommodation request, please sign and date this form, and download and complete Form 603: CASp Test Accommodations Request Questionnaire. Submit both Form DSA-602 and Form DSA-603 to the DSA CASp Program.  
  
B. Previously Provided Accommodation(S)  
Choose One Of The Following:  
I have received test accommodation(s) for a previous CASp examination within the past calendar year, and I am requesting the previously provided accommodation(s); or  
  
I have received test accommodation(s) provided over a year ago for a previous CASp examination. My disability was indicated as permanent on my DSA 603. I am requesting the previously provided accommodation(s).  
  
Previous CASp examination for which accommodation(s) was provided:~~

~~Exam Date (Month/Year)~~ ~~Exam Location (City/State)  
  
You do not need to complete Form DSA-603: CASp Test Accommodations Request Questionnaire. Please sign and date this form and submit it to the DSA CASp Program.  
OR:  
I require the same previous accommodation but my accommodation request has expired for my temporary disability, or I require a different accommodation than what was provided to me for a previous administration of the CASp examination because of a change in the nature and extent of my disability.  
  
Please sign and date this form, and download and complete Form DSA-603: CASp Test Accommodations Request Questionnaire. Form DSA-603 must be accompanied with documentation that supports the need for the accommodation. Submit both Form DSA-602 and Form DSA-603 to the DSA CASp Program.~~