**English as a Second Language (ESL) Accommodation Request Form**

This form must be returned to NRPA within 45 days of the desired testing date. Please do not schedule your CPSI examination until you have received confirmation of your request from the professional testing company’s accommodations team, as your request will not be processed until this time.

**CANDIDATE INFORMATION**

Name (Last, First, Middle Initial)

Mailing Address

City ___________________________ State ___________________________ Zip Code ___________________________

Daytime Telephone Number ___________________________ Email Address ___________________________

Desired Exam Date ___________________________ Exam Location (Paper/Pencil Exam Only) ___________________________

The signature of your supervisor, professor or human resources representative is required to verify request.

Name: _____________________________________ Relationship to Applicant/Title: ____________________________

► I would like to request a time extension (time and a half) ☐ Yes ☐ No

► I would like to request the use of a strict translation dictionary (book form only, no electronic dictionaries allowed). ☐ Yes ☐ No

**Strict translation dictionary must be provided by the candidate on the day of the examination.**

**AMOUNT DUE**

- Time extension request - $80/examination
- Strict translation dictionary - Free

Please make checks payable to: National Recreation and Park Association (NRPA)

☑ Check ☐ Purchase order

Credit Card: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Credit Card Number: ___________________________ Expiration Date: ___________________________

Name on Credit Card: ___________________________ CVV: ___________________________

Signature: ___________________________

Billing Address: ____________________________________________

____________________________________________________________________________________

We only accept credit card payments through LeapFILE.

1. Go to nrpa.leapfile.net
2. Select Secure Upload
3. Check NRPA Customer Service
4. Follow the prompts for name and email then select the file for upload.