Please Note:

1. NGA applies a 12% administrative fee that is added to all Prometric fees shown above.
2. All Prometric fees shall be increased by two percent (2%) per annum, beginning on January 1, 2019.
3. NGA will provide technical support for test sessions during the following days/times:
   a. Monday – Friday: 7:00 am – 7:00 pm ET
   b. Saturday: 7:00 am – 3:00 pm ET

Testing Accommodations

Prometric will manage all special accommodations in Prometric Test Centers, for Event Kit testing and at On-site test centers.

- ADA –test reader, signer, amanuensis, etc.   Cost based on market rates
- English as a second language (ESL)   Cost based on market rates
- Separate Room (Prometric Center Only) $200 per event
- Accommodations Administrative Fee $35 per request
- Travel and Expense apply. This may include reasonable meals, lodging and mileage and requires prior approval of Client Member. Mileage expense will comply with IRS standard rates.
- Please note a 30-minute special accommodations setup fee is applied to each special accommodation that is scheduled.
- Please note when scheduling an interpreter or reader session, there is a minimum 2-hour charge if the scheduler schedules an appointment under 2 hours.
- In order to avoid Testing Accommodations cancellation fees, the appointment would need to be cancelled two full business days prior to the test appointment. Please note that the 30-minute setup fee would be apart of the special accommodations cancellation fee if cancelled less than 2 full business days prior to the test appointment.

Process to Schedule a Testing Accommodations Request:

If a candidate requires testing accommodations (reader or translator), the scheduler for the company requesting services can conveniently schedule this type of session through a customized URL (https://fs6.formsite.com/Prometric/clients/index.html) which provides access to the NGA scheduling portal for translator or reader sessions only. When you launch this URL, you will be presented with an easy-to-use form; all you will need to do is provide the requested information and under the "Request Type" drop down, please click "Testing Accommodation Inquiry" and continue to fill in the requested information and hit submit. This will automatically create a case for your request and will route the request directly to the appropriate group at Prometric.