

NBEO Request for Test Accommodations Fact Sheet

The National Board of Examiners in Optometry (NBEO) provides reasonable testing accommodations to qualified candidates with disabilities under the Americans with Disabilities Act (ADA). Candidates are responsible for submitting documentation demonstrating both the existence of a disability and the need for the requested accommodations.

ADA Eligibility

A diagnosis alone does not establish eligibility for testing accommodations.

Documentation must show:

- A physical or mental impairment.
- The impairment substantially limits one or more major life activities (e.g., reading, learning, concentrating, thinking, or communicating).
- Functional limitations that affect testing under standard conditions.
- The requested accommodations are necessary to provide equal access to the examination.

The NBEO evaluates functional limitations—not the diagnosis itself.



From left to right: A pair of optometrists holding a pair of glasses, an optometrist sitting on top of an eye examination chart next to one holding a bottle of drops. A pair of optometrists standing in front of an eye.

NBEO

Application Deadlines

Submit your Request for Test Accommodations and all supporting documentation **at least 60 days before your examination.**

- **Part I (ABS), Part II (PAM), TMOD, ACOMO:** 60 days before the first day of the testing window.
- **Part III (PEPS, ISE, LSPE):** 60 days before your scheduled exam date.

Plan ahead. Begin gathering documentation several months in advance. The NBEO indicates review of a complete application may take approximately **4 weeks.**

Required Application Materials

A complete application generally includes:

- Online Request for Test Accommodations Form
- Personal Statement
- Disability documentation from a qualified healthcare provider
- Letter from your ^{HF}CDHP verifying approved accommodations
- Standardized test scores (OAT, MCAT, GRE, DAT, SAT, ACT), when available
- Documentation of previous testing accommodations (if applicable)
- Any additional documentation requested by the NBEO

Writing Your Personal Statement

Your statement should explain how your disability affects you and why accommodations are needed. Include:

- Brief history of your disability
- Functional limitations in school, testing, work, and daily life
- Difficulties during lengthy or timed exams
- Current treatment or strategies
- Previous accommodations and their effectiveness
- Why each requested accommodation is necessary for the NBEO exam

NBEO currently instructs candidates to submit all supporting documentation together as **a single PDF** to accommodations@optometry.org.

Accommodations Available

The following is not an exhaustive list of accommodations but provides general categories:

- Extended time
- Separate room
- Breaks during testing
- Two-day testing
- Snacks/beverage
- Diabetes management supplies
- Nursing mother accommodation

Schedule a ^{HF}CDHP Review Appointment

Schedule an appointment with ^{HF}CDHP to review the NBEO accommodation request process, required documentation, and application. To schedule an appointment, email: disabilityaccommodations@westernu.edu.

Healthcare Provider Documentation

Strong provider documentation should:

- Be on professional letterhead
- Include credentials, signature, and date
- Provide a current diagnosis (when appropriate)
- Describe evaluation methods and clinical findings
- Explain functional limitations
- Describe how those limitations affect standardized testing
- Provide a clinical rationale for every requested accommodation

The strongest documentation clearly connects the disability, functional limitations, and requested accommodations.

Tips for a Strong Application

- Start early.
- Review all documentation before submission.
- Focus on functional limitations, not simply the diagnosis.
- Ensure every accommodation has supporting clinical rationale.
- Keep copies of everything submitted.

Additional Resources

- [NBEO Test Accommodations](#)
- [NBEO Documentation Guidelines](#)
- [NBEO Frequently Asked Questions](#)

Important: NBEO policies, application procedures, and documentation requirements are subject to change. Applicants are responsible for reviewing the current NBEO Test Accommodations Policy and application requirements before submitting a request.