



# Institutional Verification of Documentation

*(Must be printed on official institution letterhead)*

**Mail to:**

**Michigan Test for Teacher Certification  
Evaluation Systems  
Pearson  
300 Venture Way  
Hadley, MA 01035**

**Fax: (413) 256-7075**

This form may be completed and submitted by an institutional representative to fulfill documentation requirements for examinees requesting the specific alternative testing arrangements indicated in section 8 of this form. This form will not be accepted as supporting documentation for any alternative testing arrangement not listed in section 8 of this form.

This form must be completed in its entirety, signed by an authorized professional from the Office of Disability Services at the examinee's college or university, and printed on official institution letterhead. Forms that do not meet these requirements will not be processed.

**Examinee Information** *(as indicated by the examinee at the time of registration and as appears on the Alternative Testing Arrangements Request Form completed by the examinee):*

**1. Examinee Name**

Last

First

Middle  
Initial

**2. Customer Number** (found in examinee's account at [www.mttc.nesinc.com](http://www.mttc.nesinc.com))

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**Authorized Institutional Representative Information**

**3. Name (print)**

**4. Title**

\_\_\_\_\_

\_\_\_\_\_

**5. Institution**

**6. Telephone Number**

**7. Email Address**

\_\_\_\_\_

Area Code

**8. Alternative Testing Arrangements**

Indicate which of the following accommodations are supported by the documentation on file at your institution and provided by your institution for the above-named examinee. If the examinee is requesting an accommodation not listed below, documentation must be submitted directly to Evaluation Systems.

- |  |   |
|--|---|
| <input type="checkbox"/> 50% Extra time (time and one half)              | <input type="checkbox"/> Oral interpreter (for oral directions) |
| <input type="checkbox"/> Sign language interpreter (for oral directions) | <input type="checkbox"/> Braille test format                    |

**Documentation**

Please provide the following information contained in the most recent documentation on file for the examinee named in section 1 of this form.

**9. Name and credentials of diagnosing professional**

(must be a different individual than is named in section 3 of this form)

**10. Diagnosed disability or disabilities:**

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**11. Date of the evaluation:**

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**12. Certification**

By initialing each statement below, I certify that:

- The documentation on file for this examinee meets all requirements described in "Required Documentation" on the program website. \_\_\_\_\_  
Initials
- The documentation on file for this examinee is current, according to the "Documentation Currency Policy" on the program website. \_\_\_\_\_  
Initials
- The applicant is requesting **only** accommodations that are listed in section 8 of this form. \_\_\_\_\_  
Initials

**13.** I certify that I am the person whose name appears on this form. I have printed this form on official institution letterhead. I have reviewed the "Registering for Alternative Testing Arrangements" section of the current program website and certify that the documentation supporting the examinee's request for accommodations referenced on this form meets the criteria described therein and is on file with the institution named on this form. I agree to produce a copy of the documentation referenced on this form for Evaluation Systems upon request as part of program monitoring and review, which may include routine audits. Evaluation Systems reserves the right to suspend the Institutional Verification of Documentation option for an institution found to be in noncompliance with associated requirements as a result of such an audit. I understand that the examinee authorizes the release of this information by submitting a completed Alternative Testing Arrangements Request Form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date