

Minnesota Department of Labor and Industry
Construction Codes and Licensing Division
Licensing and Certification Services
443 Lafayette Road North
St. Paul, MN 55155
Phone: (651) 284-5031
Fax: (651) 284-5743
E-mail: DLI.License@state.mn.us
www.dli.mn.gov/cclcd.asp



Special Accommodations Request Form

Any individual who has a physical or mental impairment or limitation described under the Americans with Disabilities Act (ADA) or Minnesota Human Rights Act may request a special accommodation or special arrangement to take an examination.

Applicants who wish to request a special accommodation to take an examination must attach this form to their application form. Supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate's condition and an explanation of examination aids or modifications must be attached to this form. Labor and Industry will provide auxiliary aids and services, except where they may fundamentally alter the examination, or results or causes an undue burden.

The examination will be scheduled upon receipt of all required information by the Department of Labor and Industry, Construction Codes and Licensing Division. The time and place of the specially arranged examinations will be determined by the Construction Codes and Licensing Division and confirmed directly with the applicant. Applicants that need to retake the examination should indicate on this form what special arrangement was made on a previous examination.

All requests must first be approved by Construction Codes and Licensing Division. Candidates must wait for confirmation of the approval before scheduling an examination.

LAST NAME	FIRST NAME	M.I.	DATE
STREET ADDRESS		CITY	STATE ZIP CODE
DAYTIME PHONE		EMAIL ADDRESS	
DESCRIPTION OF DISABILITY			

Requested equipment or accomodation (please explain):

Accommodations previously provided you:

Candidates should contact Construction Codes and Licensing with questions about special accommodations.

Office Use Only

Application Number _____ Approved Date _____ Denied Date _____

Explanation: _____

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-34-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

LIC 30 (12/09)