

# Instructions for Submitting Non-standard Testing Accommodations (NTA) Digitized Documents

Please carefully read these instructions before submitting digitized documents. **This upload feature is merely a substitute for mailing your physical application.** Successfully uploading an application (or re-application) and supporting documents does not mean that your application (or re-application) is complete, granted, or reviewed. All deadlines, rules and guidelines apply the same to uploaded applications (and re-applications) as with mailed applications (and re-applications). The only difference is that a successfully uploaded and completed application (or re-application) need not be physically mailed to the Board's office.

Once you have completed the Application/Reapplication (including all required notarizations), you must properly assemble all required supporting documentation for electronic submission. **Your supporting documentation must first be grouped in a single pdf document per each category as described below.** After you have properly grouped each category in a single pdf, submit all required documents in one submission (that is, on the same date and at the same time) by taking these steps:

1. Login your BOLE account through the Applicant Services Portal.
2. Select the "NTA Submission" box in the top right corner.
3. Select "NTA Application" or "NTA Re-Application" box.
4. Attach single document (in pdf format) under "Choose File" in accordance with the instructions below.
5. Once all documents are attached, select "Upload Selected Files."
6. If the document successfully uploaded, it will state "Uploaded".
7. Return to Portal Home by selecting "Portal Home."
8. Once a category is marked as "Uploaded," **you cannot upload to this category again** (so please make certain you have properly assembled all documents in one pdf per category in accordance with the instructions below).
9. In submitting digitized documents, you are representing that each digitized document is a complete and accurate representation of the original and understand that the Board reserves the right to request production of all originals.

## 1. NTA Application/NTA Re-Application

*This is for the all pages of the form titled "Application for Non-Standard Test Accommodations (NTA)" or "Re-Application for Non-Standard Test Accommodations (NTA)". Make sure to include all pages of the form, including the "Affidavit/Authorization and Release" and, for the Application, the Checklist. Do not include any other documentation here. The other categories are for the other documentation. Electronic Notarization is permitted so long as all conditions of Executive Order No. 202.7 are met.*

## 2. Medical Documentation (All medical documentation must be saved as a single pdf document before uploading)

*This is for all of your Medical Documentation only. This includes all documentation from medical and other health care professionals. Please note that any documentation not in English must be accompanied by a certified English translation by a qualified third-party translator; or else the documentation will not be considered.*

## 3. Personal Statement

*This is for your Personal Statement only. Please make sure your Personal Statement is typed.*

**4. Proof of Accommodations in Prior Settings (All Proof must be saved as a single pdf document before uploading)**

*This is for all documentation of non-standard testing accommodations in any prior setting whatsoever (schools, standardized tests, other bar exams, etc.).*

**5. Score Reports from Standardized Tests (All Score Reports must be saved as a single pdf document before uploading)**

*This is for all score reports from any standardized tests whatsoever (LSAT, SAT, ACT, MPRE, etc.).*

**6. Transcripts (All transcripts must be saved as a single pdf document before uploading)**

*This is for all transcripts being submitted from any setting whatsoever (law school, undergraduate school, high school, etc.)*

**7. All Other Documents in Support of NTA Application/NTA Re-Application (All Other documents must be saved as a single pdf document before uploading)**

*This is for any documents being submitted as part of the NTA Application/NTA Re-application that are not included in one of the other categories above.*

**8. Affidavit of Accommodations**

*This is for an executed affidavit accepting the award of accommodations.*

**9. Certification of Schedule**

*This is for the signed letter confirming the schedule for the October 2020 Remote Exam.*