Candidate Quick Reference Guide



How to Submit an Accommodations Request



Step 1 – Review Accommodations Process

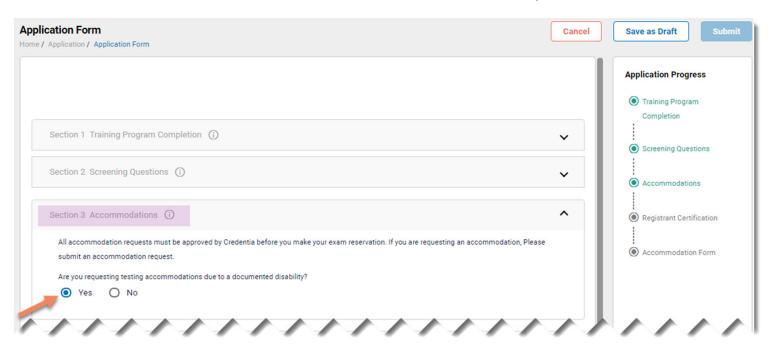
STEP 1

Familiarize yourself with the test accommodations requirements and process **BEFORE** submitting an accommodations request form in CNA365® by visiting the Credentia website at www.credentia.com/accommodations-co

Step 2 – Select Accommodations Option in Application

STEP 2

When you are filling out the testing application, select "Yes" in the Accommodation section when asked if you are requesting testing accommodations due to a documented disability



Step 3 – Complete Accommodations Form

STEP 3

Fill out both sections of the accommodations form and be sure to upload required supporting documentation from a qualified professional

Disability Details 1) Describe your disability(s) and how it affects your ability to take the test under standard test conditions, given the format of the test 2) Based on the disability(s) you described above, specify the accommodation(s) you are requesting, given the format of the test. Your request must be specific. For example, if you are requesting extra time, indicate how much, etc 3) SIGNATURE: Your signature is required to allow the Division to engage in interactive dialogue necessary to ensure your request is processed in accordance with ADA law, rules and regulations; to share pertinent information related to your request with the testing provider; and to verify the availability of accommodations with the testing service. All documentation is considered to be strictly confidential.

SECTION 1

Type Your Name:

SECTION 2

Upload Documentation

PART 2: Information to be provided by a QUALIFIED PROFESSIONAL

The applicant has been instructed to provide you with current information about the format of the competency test in which the applicant is requesting accommodations (e.g., multiple choice; administered by computer; amount of time allotted; etc.).

Please review the information you have received from the applicant and provide the applicant written documentation on your letterhead that addresses items 1-5 listed below:

1.Describe the applicants physical or mental impairment(s) that specifically limit the applicant's ability to take the competency test (s) under standard conditions, given the format of the test.

2. Describe the diagnostic criteria, clinical judgments and assessments you used to determine the applicant's impairment(s) identified in item #1 above

3.What is the recommended accommodation and how does the accommodation relate to the applicant's disability, given the format of the

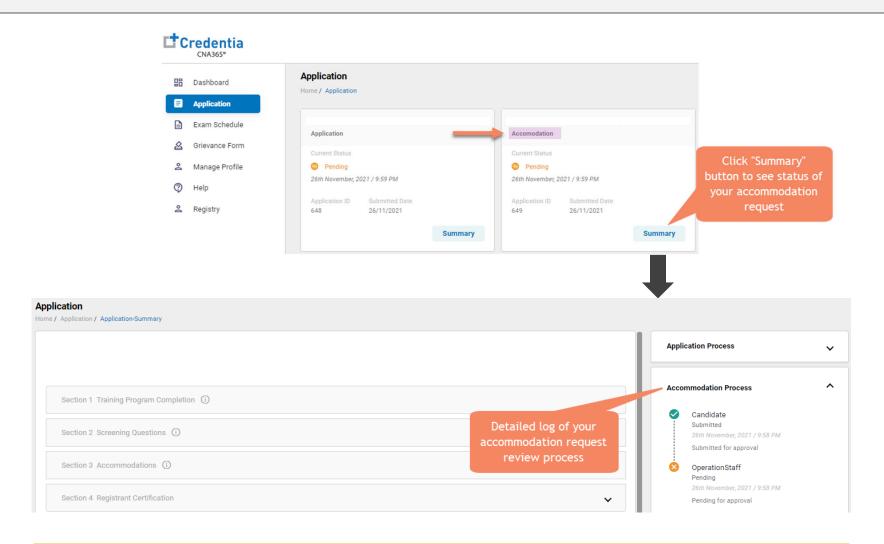
Candidate: upload applicable documentation here



This field is required

If you started your accommodation form before obtaining your evaluator documentation, you may save your form and complete later when you have the required supporting evaluator documentation for upload.

Checking Your Accommodation Status



You will receive a CNA365® alert email once your accommodation has been approved and you are able to register for exams