



Index:

How to Submit a Test Accommodations Request

Step 1 – Download Evaluator Form

### **STEP 1**

Familiarize yourself with the test accommodations requirements and process **<u>BEFORE</u>** submitting an accommodations request form in CNA365<sup>®</sup> by visiting the Credentia website at:

- For Colorado Only: <u>www.credentia.com/accommodations-co</u>
- For Virginia Only: <u>www.credentia.com/accommodations-va</u>
- For All Other States: <u>www.credentia.com/accommodations</u>

**IMPORTANT:** You will find a document for download on the accommodation sites noted above that must be completed by your evaluator (usually a doctor or psychologist) and submitted with your accommodations request. Please have this documented completed **<u>BEFORE</u>** you submit a testing application with an accommodations request in CNA365<sup>®</sup>.

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

Application Form Home / Application / Application Form	Cancel	Save as Draft Submit
Pennsylvania Nurse Aide Testing Application Eligibility Route: E0 Nurse Aide Training Program Completion		Application Progress <ul> <li>Training Program</li> <li>Completion</li> </ul>
Section 1 Training Program Completion (;)	~	<ul> <li>Screening Questions</li> </ul>
Section 2 Screening Questions (j)	~	Accommodations
Section 3 Accommodations (i)	^	Registrant Certification
All accommodation requests must be approved by Credentia before you make your exam reservation. If you are requesting an accommodation, Please submit an accommodation request. Are you requesting testing accommodations due to a documented disability? • Yes O No		Accommodation Form
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	$\checkmark$	

Step 3 – Complete Accommodations Form

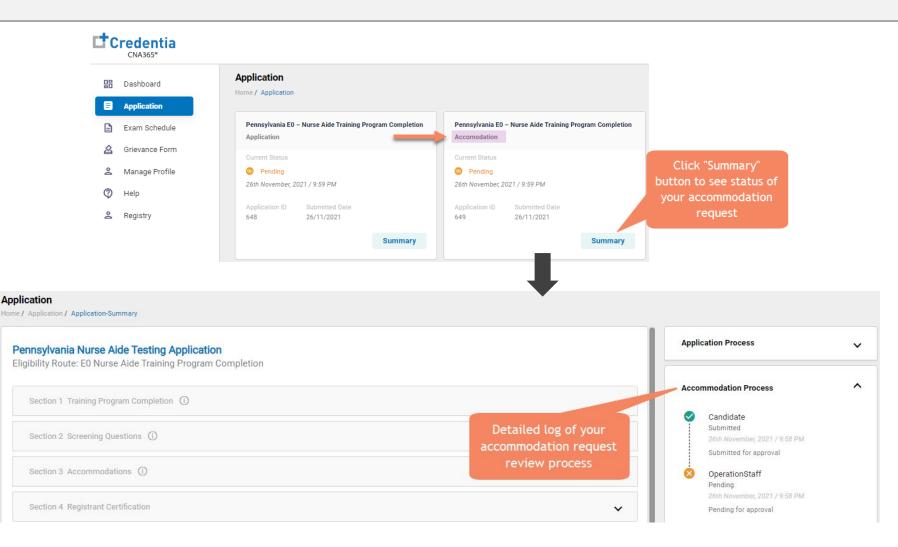
### **STEP 3**

Fill out all three sections of the accommodations form and be sure to upload required supporting documentation from your evaluator.

SECTION 1 Request Accommodation	SECTION 2 Permitted Contact Details	<b>SECTION 3</b> Document Upload & Agree to Guidelines
Request Accommodation	Permitted Contact Details Name	Upload the form provided above based on your accommodation type selection, filled and Signed by appropriate medical professional Upload
Request Item Type	Relationship	Agree to Guidelines All candidates who are requesting disability related reasonable adjustments should provide current supporting documentation of their condition and rationale for the requested adjustments. Reasonable adjustments are based on documentation of the current impacts of your diagnosis on your performance. Psychological and Psychiatric Disorders Does your documentation contain a clear diagnosis and discuss the impacts of your diagnosis on your performance?
Reason for Accommodation	Phone Number	Was the documentation completed by a professional qualified to diagnose your disorder? Was the documentation completed within the last (1) year?
	Authorization valid for a maximum of One Year From	TIP: the evaluator guidelines document for your selected accommodations type is available for download on the accommodations form if you have not previously downloaded from the Credentia website

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