



How to Submit an Accommodations Request



How to Submit a Test Accommodations Request

Step 1 – Download Evaluator Form

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:

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

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 **BEFORE** you submit a testing application with an accommodations request in CNA365®.

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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

The screenshot displays the 'Application Form' for the 'Pennsylvania Nurse Aide Testing Application'. The breadcrumb trail is 'Home / Application / Application Form'. At the top right, there are buttons for 'Cancel', 'Save as Draft', and 'Submit'. The main content area is divided into sections: 'Section 1 Training Program Completion', 'Section 2 Screening Questions', and 'Section 3 Accommodations'. The 'Accommodations' section is highlighted in purple and contains the following text: '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.' Below this, a question is asked: 'Are you requesting testing accommodations due to a documented disability?' with two radio button options: 'Yes' (which is selected and highlighted with an orange arrow) and 'No'. On the right side, the 'Application Progress' sidebar shows a vertical list of steps: 'Training Program Completion', 'Screening Questions', 'Accommodations', 'Registrant Certification', and 'Accommodation Form'. The 'Accommodations' step is currently active, indicated by a green circle.

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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

Request Accommodation

Accommodation Type

Request Item Type

Exam Type

Reason for Accommodation

SECTION 2

Permitted Contact Details

Permitted Contact Details

Name

Relationship

Email

Phone Number

I authorize Credentia to communicate with my contacts for the date range specified below (up to a maximum of one year)

From



To



SECTION 3

Document Upload & Agree to Guidelines

Upload the form provided above based on your accommodation type selection, filled and Signed by appropriate medical professional

Upload

This field is required

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.

Does your documentation contain a clear diagnosis and discuss the impacts of your diagnosis on your performance?

This field is required

Was the documentation completed by a professional qualified to diagnose your disorder?

This field is required

Was the documentation completed within the last (1) year?

This field is required



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.

How to Submit a Test Accommodations Request

Checking Your Accommodation Status



- Dashboard
- Application**
- Exam Schedule
- Grievance Form
- Manage Profile
- Help
- Registry

Application

Home / Application

Pennsylvania E0 – Nurse Aide Training Program Completion		Pennsylvania E0 – Nurse Aide Training Program Completion	
Application		Accommodation	
Current Status		Current Status	
🟡 Pending		🟡 Pending	
26th November, 2021 / 9:59 PM		26th November, 2021 / 9:59 PM	
Application ID	Submitted Date	Application ID	Submitted Date
648	26/11/2021	649	26/11/2021
Summary		Summary	

Click "Summary" button to see status of your accommodation request

Application

Home / Application / Application-Summary

Pennsylvania Nurse Aide Testing Application

Eligibility Route: E0 Nurse Aide Training Program Completion

- Section 1 Training Program Completion ⓘ
- Section 2 Screening Questions ⓘ
- Section 3 Accommodations ⓘ
- Section 4 Registrant Certification

Application Process

- Accommodation Process

- ✔ Candidate Submitted
26th November, 2021 / 9:58 PM
Submitted for approval
- ✘ OperationStaff Pending
26th November, 2021 / 9:58 PM
Pending for approval

Detailed log of your accommodation request review process

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