Candidate Quick Reference Guide



How to Submit an 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:

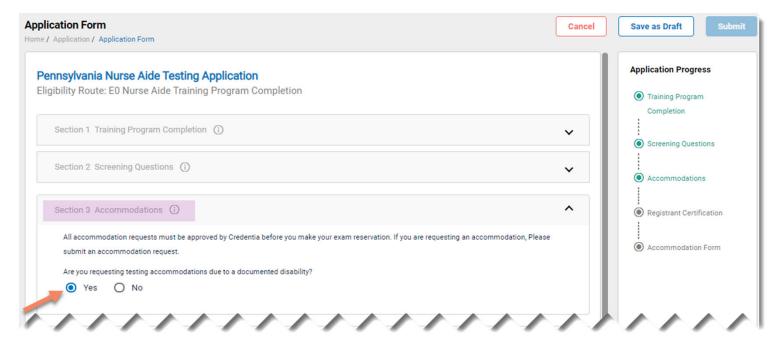
- For Colorado Only: www.credentia.com/accommodations-co
- For Virginia Only: www.credentia.com/accommodations-va
- For All Other States: www.credentia.com/accommodations

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[®].

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

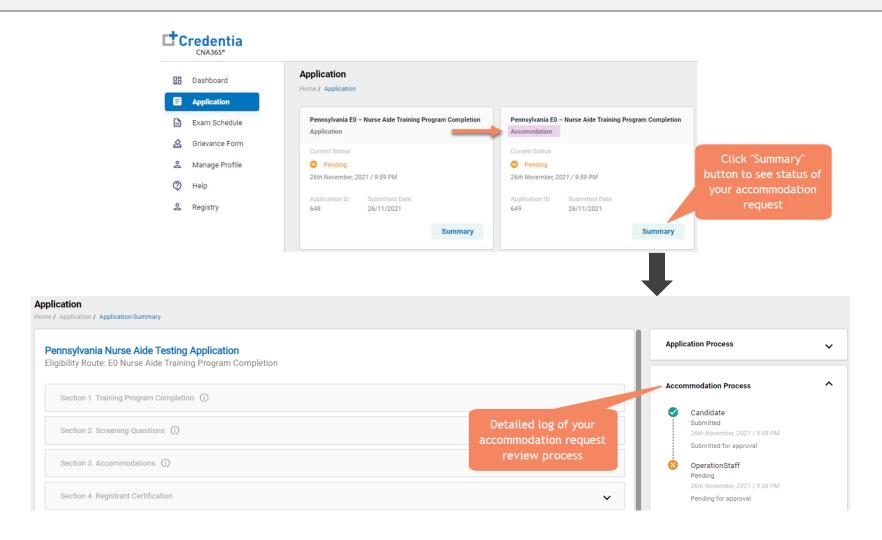
SECTION 1 Request Accommodation	SECTION 2 Permitted Contact Details	
Request Accommodation Accommodation Type	Permitted Contact Details Name	Uplo
Request Item Type	Relationship	This Agre
Exam Type ▼	Email	their imp
Reason for Accommodation	Phone Number	This This
	I authorize Credentia to communicate with my contacts for the date range specified below (up to a maximum of one year)	This
	From To	

SECTION 3Document Upload & Agree to Guidelines

■ Uploa	d
This field is requir	ed
Agree to Guide	lines
their condition	who are requesting disability related reasonable adjustments should provide current supporting documentation and rationale for the requested adjustments. Reasonable adjustments are based on documentation of the curre r diagnosis on your performance.
☐ Does your This field is requir	documentation contain a clear diagnosis and discuss the impacts of your diagnosis on your performance?
Was the do	ocumentation completed by a professional qualified to diagnose your disorder?
Was the do	ocumentation completed within the last (1) year?

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