



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 www.credentia.com/accommodations

IMPORTANT: You will find a document for download on the accommodation site 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' interface. At the top right, there are three buttons: 'Cancel' (red), 'Save as Draft' (blue), and 'Submit' (blue). Below the title, a breadcrumb trail reads 'Home / Application / Application Form'. The main content area is divided into three sections: 'Section 1 Training Program Completion', 'Section 2 Screening Questions', and 'Section 3 Accommodations'. The 'Section 3 Accommodations' section is highlighted with a purple background 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 text is the question: 'Are you requesting testing accommodations due to a documented disability?' with two radio button options: 'Yes' (selected) and 'No'. An orange arrow points to the 'Yes' radio button. 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 and a dashed line.

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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

Application	Accommodation
<p>Current Status</p> <p>🟡 Pending</p> <p>26th November, 2021 / 9:59 PM</p> <p>Application ID: 648 Submitted Date: 26/11/2021</p> <p>Summary</p>	<p>Current Status</p> <p>🟡 Pending</p> <p>26th November, 2021 / 9:59 PM</p> <p>Application ID: 649 Submitted Date: 26/11/2021</p> <p>Summary</p>

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

Application

Home / Application / Application-Summary

<p>Section 1 Training Program Completion ⓘ</p> <p>Section 2 Screening Questions ⓘ</p> <p>Section 3 Accommodations ⓘ</p> <p>Section 4 Registrant Certification</p>	<p>Application Process ▼</p> <p>Accommodation Process ▲</p> <ul style="list-style-type: none">✔ Candidate Submitted 26th November, 2021 / 9:58 PM Submitted for approval✘ OperationStaff Pending 26th November, 2021 / 9:58 PM Pending for approval
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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