



How to Submit an Accommodations Request



How to Submit a Test 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

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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 a 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, there is an 'Application Progress' sidebar with 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 both sections of the accommodations form and be sure to upload required supporting documentation from a qualified professional

SECTION 1 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.

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 applicant's 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 examination?

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.

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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