Candidate Quick Reference Guide



How to Submit an Accommodations Request



Step 1 – Download Evaluator Form

STEP 1

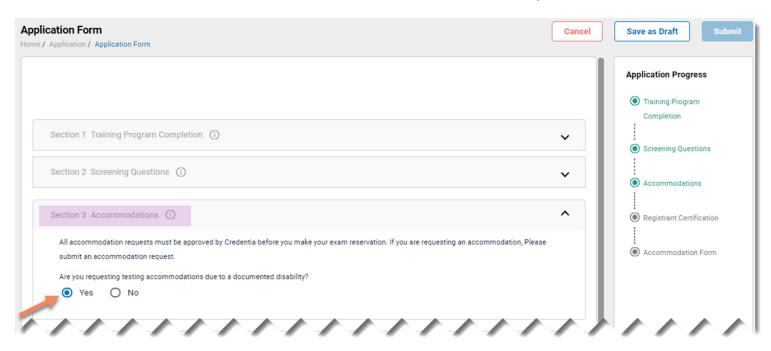
Familiarize yourself with the test accommodations requirements and process **BEFORE** submitting an accommodations request form in CNA365® by visiting the Credentia website at www.credentia.com/accommodations

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[®].

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

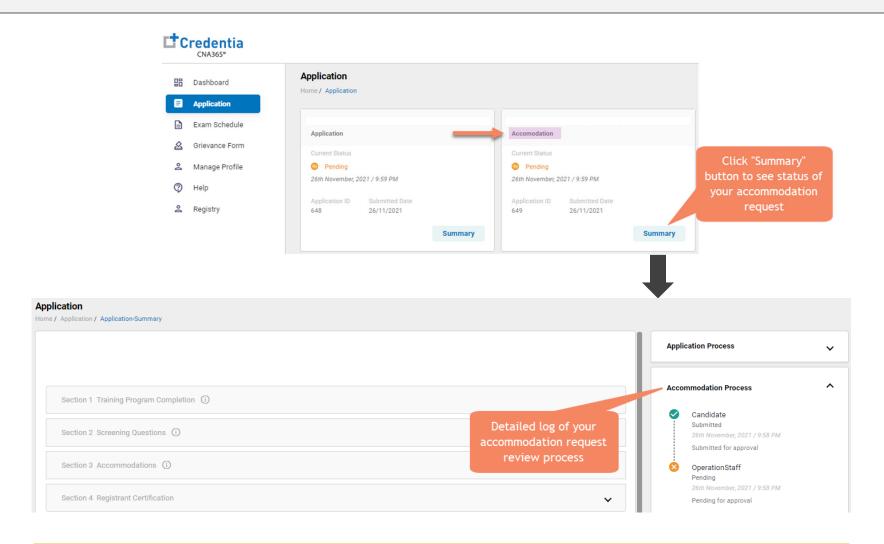
SECTION 1 Request Accommodation	SECTION 2 Permitted Contact Details	SECTION 3 Document Upload & Agree to Guidelines
Request Accommodation Accommodation Type	Permitted Contact Details Name	Upload the form provided above based on your accommodation type selection, filled and Signed by appropriate medic professional Upload
Request Item Type ▼ Exam Type ▼	Relationship Email	This field is required Agree to Guidelines All candidates who are requesting disability related reasonable adjustments should provide current supporting documentation of impacts of your diagnosis on your performance.
Reason for Accommodation	Phone Number	Does your documentation contain a clear diagnosis and discuss the impacts of your diagnosis on your performa 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?
	I authorize Credentia to communicate with my contacts for the date range specified below (up to a maximum of one year) From To	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

SECTION 3

based on your accommodation type selection, filled and Signed by appropriate medical ing disability related reasonable adjustments should provide current supporting documentation of r the requested adjustments. Reasonable adjustments are based on documentation of the current contain a clear diagnosis and discuss the impacts of your diagnosis on your performance? ompleted by a professional qualified to diagnose your disorder? ompleted 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