



## How to Submit an Excused Absence Request



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# How to Submit an Excused Absence Request

## Step 1 – Select Submit Excused Absence

### STEP 1

- A candidate who is late or absent from an exam (“No Show” exam status) may request an excused absence within 14 days of the exam date for certain reasons
- Select “Exam Schedule” from the navigation menu and then select the “Submit Excused Absence” button within 14 days of your exam date
- **IMPORTANT:** the “Submit Excused Absence” button is not available after 14 days from the exam date



The screenshot shows the Credentia Exam Schedule page. On the left is a navigation menu with options: Dashboard, Application, Exam Schedule (highlighted), Grievance Form, Excused Absence, Manage Profile, and Registry. The main content area is titled 'Exam Schedule' and contains two exam cards. The first card is for the 'Nurse Aide Skills Exam' with a status of 'Exam Scheduled'. The second card is for the 'Nurse Aide Written Exam' with a status of 'No Show'. Below the 'No Show' status is a 'Submit Excused Absence' button, which is highlighted with an orange arrow.

Test Center Name	Exam Date	Exam Time
EAST CENTRAL COMMUNITY COLLEGE	12/10/2022	9:30 AM CST
EAST CENTRAL COMMUNITY COLLEGE	11/24/2022	6:00 AM CST

# How to Submit an Excused Absence Request

## Step 2 – Complete and Submit Excused Absence Form

### STEP 2

- Complete Section 2 by providing details for your request and upload supporting documentation in Section 3 of the form
- Select “Submit” button once information has been provided in Section 2 and Section 3

**Excused Absence Form**

Home / Absence Form / View Absence

Cancel Save as Draft **Submit**

### Excused Absence Request Form

Candidates who are late or absent from an exam may request an excused absence within 14 days of exam date for the following reasons:

- 1) Illness of yourself or a member of your immediate family
- 2) Death in the family
- 3) Disabling traffic accident
- 4) Court appearance or jury duty
- 5) Military Duty

1) Exam Date

12/03/2022

2) Please Provide details of your reason for requesting an excused absence :

I had a death in my family

3) Please Upload supporting documentation for your excused absence request:

Upload

test upload.pdf ×

# How to Submit an Excused Absence Request

## Scheduling a New Exam if Your Excused Absence Request is Approved

- After your excused absence request is reviewed, you will receive an approval or denial response by email
- If your request is denied, the email response will include the specific reason for denial
- If further information is required to process your request, you will receive an email with the specific additional information required

### APPROVED EXCUSED ABSENCE REQUEST

- If your request is approved, the exam status will be updated from “No Show” to “Exam Cancelled”
- You will see a “Reschedule” button for the exam and can reschedule your exam at no extra cost

**Credentia**  
CNA365®

- Dashboard
- Application
- Exam Schedule**
- Grievance Form
- Excused Absence
- Manage Profile
- Registry

#### Exam Schedule

Home / Exam Schedule

Nurse Aide Skills Exam		
E3 - Out of State or Foreign LPN or RN		
Current Status		
Exam Scheduled		
November 24th, 2022 / 12:10 AM		
Test Center Directions		
Test Center Name	Exam Date	Exam Time
EAST CENTRAL COMMUNITY COLLEGE	12/10/2022	9:30 AM CST

Nurse Aide Written Exam		
E3 - Out of State or Foreign LPN or RN		
Current Status		
ExamCancelled		
November 24th, 2022 / 12:07 AM		
Test Center Name	Exam Date	Exam Time
EAST CENTRAL COMMUNITY COLLEGE	11/24/2022	6:00 AM CST

[Reschedule](#)