

## How to Submit a Test Accommodations Request



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# 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<sup>®</sup> by visiting the Credentia website at:

- For Colorado Only: [www.credentia.com/accommodations-co](http://www.credentia.com/accommodations-co)
- For Virginia Only: [www.credentia.com/accommodations-va](http://www.credentia.com/accommodations-va)
- For All Other States: [www.credentia.com/accommodations](http://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<sup>®</sup>.

# How to Submit a Test Accommodations Request

## 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' for the 'Pennsylvania Nurse Aide Testing Application'. The breadcrumb trail is 'Home / Application / Application Form'. The form title is 'Pennsylvania Nurse Aide Testing Application' with the eligibility route 'E0 Nurse Aide Training Program Completion'. The form 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 in purple 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' (which is selected) and 'No'. An orange arrow points to the 'Yes' radio button. On the right side of the form, 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. At the top right of the form, there are three buttons: 'Cancel', 'Save as Draft', and 'Submit'. The bottom of the form has a decorative sawtooth pattern.

# How to Submit a Test Accommodations Request

## 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

Authorization valid for 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



##### 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.

Psychological and Psychiatric Disorders

- Does your documentation contain a clear diagnosis and discuss the impacts of your diagnosis on your performance?
- Was the documentation completed by a professional qualified to diagnose your disorder?
- Was the documentation completed within the last (1) year?



**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

#### Pennsylvania E0 – Nurse Aide Training Program Completion Application

Current Status

Pending

26th November, 2021 / 9:59 PM

Application ID	Submitted Date
648	26/11/2021

Summary

#### Pennsylvania E0 – Nurse Aide Training Program Completion Accommodation

Current Status

Pending

26th November, 2021 / 9:59 PM

Application ID	Submitted Date
649	26/11/2021

Summary

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

### Application

Home / Application / Application-Summary

#### Pennsylvania Nurse Aide Testing Application

Eligibility Route: E0 Nurse Aide Training Program Completion

Section 1 Training Program Completion ⓘ

Section 2 Screening Questions ⓘ

Section 3 Accommodations ⓘ

Section 4 Registrant Certification

Detailed log of your accommodation request review process

#### Application Process

#### Accommodation Process

- ✓ Candidate Submitted  
26th November, 2021 / 9:58 PM  
Submitted for approval
- ✗ OperationStaff Pending  
26th November, 2021 / 9:58 PM  
Pending for approval

You will receive a CNA365® alert email once your accommodation has been approved and you are able to register for exams