



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-va

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' interface. At the top right, there are three buttons: 'Cancel' (red), 'Save as Draft' (blue), and 'Submit' (blue). The 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?'. There are two radio button options: 'Yes' (which is selected, indicated by a blue dot and an orange arrow) and 'No'. 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 and a dashed line.

How to Submit a Test Accommodations Request

Step 3 – Complete Accommodations Form

STEP 3

Fill out accommodations form and be sure to upload required supporting documentation

SECTION 1 and SECTION 2 Enter Accommodation Details

1) Please select the type of accommodation you are requesting for the written portion of the exam (check all that apply).

Please Select ▼

If you have chosen OTHER, please explain in the space provided below:

2) Please select the type of accommodation you are requesting for the skills portion of the exam (check all that apply).

Please Select ▼

If you have chosen OTHER, please explain in the space provided below:

SECTION 3 and SECTION 4 Upload Documentation

3) Upload a letter of request from the candidate that specifies the testing accommodation being requested.

 Upload

This field is required

4) Upload at least one (1) of the following:

- a. A written statement from the Program Director (or designee) of the nursing, nurse aide, or medication aide education program which describes any testing accommodations made while the student was enrolled in the program; or
- b. Proof of previous testing accommodations under an Individualized Education Program or a Section 504 Plan; or
- c. Proof of private school testing accommodations received under a formal policy; or
- d. Proof of previous testing accommodations in similar test settings on a similar standardized exam or high-stakes test; or
- e. A written report of an individualized assessment of the candidate from a qualified professional that states a diagnosis of the disability, describes the disability, and recommends specific accommodations.

- This report from a qualified professional should include an individualized assessment of the candidate, a professionally recognized diagnosis of the disability, and, if the qualified professional deems it necessary, identification of the standardized and professionally recognized tests/assessments given;

- If testing was completed more than 2 years prior to this request, the qualified professional should provide a summary stating why current testing is not needed (e.g. the disability does not change over time and new testing would not reveal new information; and

- Specific recommendations for testing accommodations with a stated rationale as to why the requested accommodation is necessary and appropriate for the diagnosed disability.

 Upload

This field is required

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

Current Status

🟡 Pending

26th November, 2021 / 9:59 PM

Application ID	Submitted Date
648	26/11/2021

Summary

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

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