



## How to Submit an Accommodations Request



# 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® by visiting the Credentia website at [www.credentia.com/accommodations](http://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®.

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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 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 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

I authorize Credentia to communicate with my contacts for the date range specified below (up to 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

Upload

This field is required

###### 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.

Does your documentation contain a clear diagnosis and discuss the impacts of your diagnosis on your performance?

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?

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

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

Application	Accommodation
<p>Current Status</p> <p><span>⏸ Pending</span></p> <p>26th November, 2021 / 9:59 PM</p> <p>Application ID Submitted Date</p> <p>648 26/11/2021</p> <p><a href="#">Summary</a></p>	<p>Current Status</p> <p><span>⏸ Pending</span></p> <p>26th November, 2021 / 9:59 PM</p> <p>Application ID Submitted Date</p> <p>649 26/11/2021</p> <p><a href="#">Summary</a></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><b>Application Process</b> ▾</p> <p><b>Accommodation Process</b> ▲</p> <ul style="list-style-type: none"><li><span>✓</span> Candidate Submitted 26th November, 2021 / 9:58 PM Submitted for approval</li><li><span>✗</span> OperationStaff Pending 26th November, 2021 / 9:58 PM Pending for approval</li></ul>
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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