

How to Submit a Test Accommodations Request



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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:

- For Colorado Only: www.credentia.com/accommodations-co
- For Virginia Only: www.credentia.com/accommodations-va
- For All Other States: 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[®].

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

Application Form Cancel Save as Draft Submit

Home / Application / Application Form

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 ⓘ

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.

Are you requesting testing accommodations due to a documented disability?

Yes No

Application Progress

- Training Program Completion
- Screening Questions
- Accommodations**
- Registrant Certification
- Accommodation Form

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

SECTION 2

Permitted Contact Details

Permitted Contact Details

Authorization valid for a maximum of One Year

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