How to Apply for an Exam Accommodation in PACE

1. Log into your NAA account at https://my.naahq.org
2. Click on “My Education Institute.” This will land you on the PACE portal.

3. You will see your PACE welcome screen. First-time logins will be required to validate their profile information. The system will prompt you to update your profile before displaying the portal home screen. Click “Continue” to begin.

Note: if you are not able to access your PACE account, return to the Personal Snapshot page and click “Edit My Profile.” Confirm that you have checked the “Check here for credential PACE access” box. You cannot access the portal unless this box is checked.
4. Verify that your profile information is correct and click Update. If updates are needed, return to the NAA Profile page. If updates aren’t needed, click “Continue.”

5. After you’ve updated your profile, you’ll see a confirmation message.
6. Click on “Home” to view your portal home page.

7. The PACE portal home screen is displayed below.
8. Navigate to the “In Progress Applications” tile and click on “In Progress Credential Applications.”

![Image of My NAA Profile and In-progress Credential Applications]

9. From the list of requirements, click on “Successfully Complete Exam”

![Image of Employee of Supplier Company and Successfully complete CAS exam]

10. On the next page, click “Request to schedule Exam”

![Image of NAA and Request to Schedule Exam button]
11. On the next page, “Test Format” refers to the manner in which you’d like to take your exam. Choose from testing in person at an affiliate’s office (first option), or testing in person at a Meazure Learning testing center, or online (second option). For the second option, select “yes.”

12. If you require an accommodation for your exam session, select Yes. Select the accommodation you would like to request, attach supporting documentation from a licensed provider (required), then click “Continue.”
You'll see the following message. Your accommodation request has been submitted. NAAEI staff will review your request and contact you with the determination.