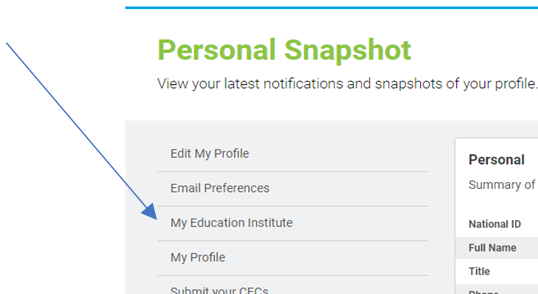


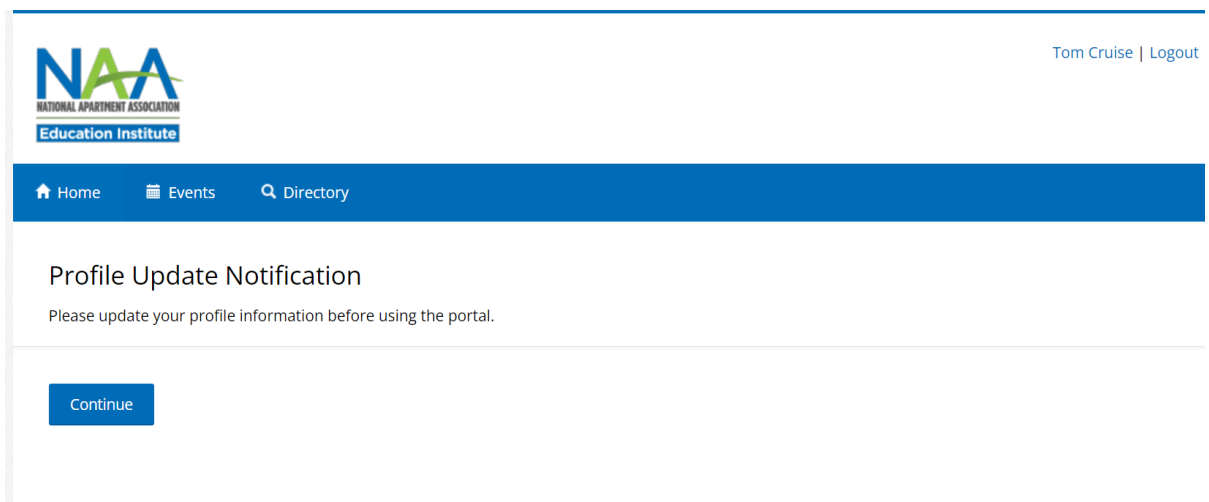
How to Apply for an Exam Accommodation in PACE

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."

The screenshot shows the NAA Profile Update page. At the top left is the NAA Education Institute logo. At the top right is the user name "Will Smith | Logout". Below the logo is a navigation bar with "Home", "Events", and "Directory" links. The main heading is "Profile Update" with a sub-note: "Please update your information as needed below. Email, shipping and billing address can be updated at My NAA Profile." On the left is a "My Profile" sidebar with links for "Contact Information", "Shipping Address", "Billing Address", "Credential Directory Settings", and "NAAEI Faculty Directory Settings". The main form area contains: "E-mail Address" with a text input field containing "test@test2.com"; "Home (optional)" with a dropdown menu set to "United States" and an empty text input; "Business (optional)" with a dropdown menu set to "United States" and a text input containing "1234567890"; "Cell (optional)" with a dropdown menu set to "United States" and an empty text input; and a blue "Update" button at the bottom.

5. After you've updated your profile, you'll see a confirmation message.

The screenshot shows the NAA PACE Profile Update page. At the top left is the NAA Education Institute logo and the word "PACE" in large, bold, black letters. At the top right is the user name "Tom Smith | Logout". Below the logo is a navigation bar with "Home", "Events", and "Directory" links. The main heading is "Profile Update" with a sub-note: "Please update your information as needed below. Email, shipping and billing address can be updated at My NAA Profile." On the left is a "My Profile" sidebar with links for "Contact Information" and "Shipping Address". The main content area features a green success message box that says "Success! Update has been saved." A blue arrow points from the top right towards the success message box.

6. Click on “Home” to view your portal home page.

NAA PACE
NATIONAL APARTMENT ASSOCIATION
Education Institute

Tom Smith | Logout

Home Events Directory

Profile Update

Please update your information as needed below. Email, shipping and billing address can be updated at [My NAA Profile](#).

My Profile

- > Contact Information
- > Shipping Address

Success! Update has been saved.

7. The PACE portal home screen is displayed below.

pace.naahq.org/Profile/Default.aspx

Elizabeth Zolotukhina TEST ACCOUNT | View Cart (2) | Logout

Welcome to PACE!

The PACE portal is a one-stop shop for managing your credential applications, completions and renewals.

For more information about apartment industry credentials and their requirements, visit the [NAA website](#).

Visit the [Candidate Resources](#) page for exam prep information and instructions for how to schedule your exam.

For questions or customer support, contact education@naahq.org.

Elizabeth Zolotukhina TEST ACCOUNT
4300 Wilson Blvd Ste 800
Arlington, VA 22203-4213
elizabethz@gmail.com

Apply for New Credentials

- Apply to become an NAAEI Instructor
- Upgrade to full CALP credential
- Apply for CAM+SH
- Apply for IROP

8. Navigate to the “In Progress Applications” tile and click on “In Progress Credential Applications.”

The screenshot shows a user's profile section on the left with a 'My NAA Profile' header and an 'Update your Profile' button. Below this is the National Apartment Association logo and contact information: 4300 Wilson Blvd Ste 800, Arlington, VA 22203-4213, and phone number (703) 518-6141. On the right, the 'In-progress Credential Applications' section lists several applications with their dates and 'Check Credential Application Progress' links. A blue arrow points to the 'Check Credential Application Progress' link for the CAS application dated 2/6/2024.

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

Employee of Supplier Company	Completed
Successfully complete CAS exam	Pending

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

The screenshot shows the NAA website's 'Exam' section. Under the 'CAS Exam' heading, a blue button labeled 'Request to Schedule Exam' is circled in red. The page also features a navigation bar with 'Home', 'Events', and 'Directory' links. The footer contains the NAA logo, contact information, a list of links (Contact Us, Site Index, Store, Working at NAA, Clubhouse, Join NAA, My Account, Privacy Policy, Antitrust Compliance Statement), and social media icons. The text 'Powered By: Cobalt' is visible in the bottom right corner.

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.”

Home Events Directory

Exam Scheduling

Please select the format for completing your exam. You may test in person at your education provider's site (if available), via a live remote proctor, or in person at a testing center.

Question 1 -- Test Format

Education Provider Site: Select this option if you will be taking your exam in person proctored by your training provider.

Testing Center or Remote Proctoring: Select this option if you will be taking your exam either on your own with a remote proctor or in person at an off-site testing center. On the MeazureLearning scheduling site you will indicate which of these two options you will use.

Note that your test format selection is final once you submit the exam scheduling request. If you need to retake the exam in the future, you will have the option to change the format for the next attempt.

Question 2 -- Do you request accommodations?

If you would like to request a special accommodation for your exam, please indicate Yes. You will be asked to provide documentation from a licensed professional to support your request.

Test Format

CAS Initial (Education Provider Site) ▼

Do you request accommodations?

Yes

No

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.”

Do you request accommodations?

Yes

No

Select Accommodations (optional)

- Separate Room
- Sign Language Interpreter
- Untimed Breaks
- Double Time
- 50% Additional Time
- Logistical Provisions
- Reader Required
- Screen Magnifier
- Other (please specify)

Supporting Documentation

[+ Add Files...](#)

[Back](#) [Continue](#)

NAA
NATIONAL APARTMENT ASSOCIATION
Education Institute

National Apartment Association
4300 Wilson Blvd,
Suite 800, Arlington, VA
22203
703-518-6141

- Contact Us
- Site Index
- Store
- Clubhouse
- Join NAA
- My Account

13. You'll see the following message. Your accommodation request has been submitted. NAAEI staff will review your request and contact you with the determination.

NAA
NATIONAL APARTMENT ASSOCIATION
Education Institute

PACE

Elizabeth Zolotukhina TEST ACCOUNT | [View Cart \(2\)](#)
[Logout](#)

[Home](#) [Events](#) [Directory](#)

A Notice to Schedule email will be sent to your email address. Refer to that email for instructions on scheduling your exam.

Exam	Application Window
CAS Exam	-

Test Information
CAS Initial (Education Provider Site) - Submitted

NAA
NATIONAL APARTMENT ASSOCIATION
Education Institute

©2023 National Apartment Association
Do Not Sell My Personal Information

National Apartment Association
4300 Wilson Blvd,
Suite 800, Arlington, VA
22203
703-518-6141
703-248-9440

- Contact Us
- Site Index
- Store
- Working at NAA
- Clubhouse
- Join NAA
- My Account
- Privacy Policy
- Antitrust Compliance Statement