

Oregon State Board of Nursing
Certified Nursing Assistant (CNA) Program
Test Accommodation Policy

Philosophy

The CNA program and the testing services it utilizes bear a shared responsibility and are committed to providing accessible examinations to qualified candidates with disabilities. Wherever possible the CNA program will be proactive in meeting the needs of persons with disabilities who choose to be involved in the testing process.

The CNA program utilizes a standardized examination, which requires that candidates successfully perform a selection of manual skills in addition to completing a written, multiple-choice test.

Policy

The CNA program provides examination leading to certification as a Nursing Assistant and provides necessary accommodations for candidates with disabilities.

Disability-related information is confidential information. The CNA program assumes responsibility for maintaining the confidentiality of disability information and sharing this information on a need-to-know basis with those responsible for administering the examination. The CNA program is legally prohibited from releasing to any outside entity any information or documentation provided by the candidate in requesting accommodation. Verification of disability-related accommodations provided by the CNA program can be released only upon express written request of the individual.

Whenever necessary and practicable the candidate may supply and use his/her own approved assistive device. The CNA program recognizes that written policy cannot address all contingencies and will consider all timely Requests for Accommodation on an individual basis.

Accommodation Request/ Notification

Candidates who require test accommodations should notify the CNA program of the need for accommodation, using the Request for Accommodation form provided by the CNA program. Supporting documentation may be required to establish the validity of the Request for Accommodation and to provide information as to what accommodations are required. This will assure the appropriate accommodations are available for candidates.

Previous Accommodations

The CNA program will use testing accommodations provided in the most recent academic setting as a guide to accommodations that might be required. If the candidate is requesting an accommodation that was not provided in the most recent academic setting, then the candidate is responsible for providing more current documentation supporting the requested accommodation.

Process

The CNA program will review the Request for Accommodation and the supporting documentation and respond to the candidate with a letter stating what accommodations have been approved. In addition, the letter will indicate the test center to be notified of the approved accommodations. The letter will also instruct the candidate to notify the CNA program office if the candidate will NOT be taking the test as scheduled.

The CNA program may consult with or use the services of other agencies that provide services to the disabled.

Cost

The CNA program will pay for the cost of approved accommodations.

Special Considerations

Foreign Language

Foreign language is not a qualifying disability. Candidates are expected to know enough English to follow simple instructions and to complete the examination process. Foreign language translators are not admitted to the written or manual skills examination. Electronic translating devices and foreign language to English or English to foreign language dictionaries are expressly prohibited. Some candidates, for who English is a second language, find the oral exam to be helpful. There is, however, an additional charge for the oral examination unless it is being administered in response to a Request for Accommodation. Requests for the oral examination must be submitted with the candidate's test application.

Religious Beliefs

Religious beliefs are not a qualifying handicap. However, some candidates practice a religion, which requires them to observe a certain day of the week as a holy day. Individual requests for testing on a specific day of the week will be accommodated.

Required Documentation For Accommodation Requests

You are required to submit documentation from the health care provider or learning specialist who rendered a diagnosis. Verification must be submitted to the Board of Nursing on the letterhead stationary of the health care provider or learning specialist and must include the following:

- Specific description of the disability and limitations related to testing
- Specific recommended accommodation
- Name, title and telephone number of the health care provider or learning specialist
- Original signature of health care provider or learning specialist

If you were granted testing accommodations for examinations during your basic Nursing Assistant Training Program, you should submit a letter from the Primary Instructor of the program verifying these accommodations.

The Board of Nursing will pay for accommodations, which it approves. However, the Board will not pay for any costs you may incur in obtaining the required documentation.

In order to make the necessary arrangements to accommodate your needs, all requests and supporting documentation must be sent to the board with your application. The board must approve all accommodations prior to your test date.

The Board will consider all requests on a case by case basis. It will be necessary for testing staff to speak and correspond with you regarding specific arrangements. Therefore, it is **important**, that you provide a current address and daytime telephone number and keep the staff informed if these change. You will receive written confirmation of your approved accommodations. You **must** notify the testing staff if you are unable to take the examination on the date for which you are scheduled.

Applicant Signature

Date