

Utah Nursing Assistant Registry (UNAR) State Certification Testing Accommodations

Effective Date: 10/10/2018

1. Purpose

1.1. To provide necessary and reasonable accommodations for state certification testing candidates with disabilities.

2. Definitions

2.1. NATCE means Nursing Assistant Training and Competency Evaluation

2.2. TMU means TestMaster Universe which is the registry and testing software program used by UNAR.

3. Policy

3.1. UNAR strives to comply with the Americans with Disabilities Act and provide necessary and reasonable accommodations for certification testing of candidates with disabilities.

3.2. It is recognized that written policy cannot address all contingencies and UNAR will consider all requests for accommodations on an individual basis.

3.3. Information related to a request for accommodation is kept confidential and is shared on a strictly need to know basis with those responsible for administering the certification test.

3.4. Signed documentation of disability from a health care provider or learning specialist explicitly familiar with individual case must be provided on professional letterhead.

1. Documentation does not need to reveal disability but does need to state the specific accommodation requested to accommodate disability.

3.5. Tests are administered to best ensure that, when administered to an individual with a disability that impairs sensory, manual or speaking skills, the results reflect the individual's aptitude and achievement level rather than their disability except where those skills are the factors that the examination is measuring.

3.6. UNAR will use testing accommodations provided in the most recent academic setting as a guide to accommodations that might be required.

4. Approval and Notes

4.1. Policy updated 10/18/2018 for minor procedural changes.

4.2. Policy updated 07/13/2017 for clarification

4.3. Policy revision dates include; 10/02/2008, 04/21/2010, 08/29/2011, 10/03/2014, 02/17/2016

5. Procedure

5.1. The student or student representative submits a completed ADA Accommodations request via email or hard copy to UNAR.

5.2. The request is considered based on available information and is either accepted or denied.

5.3. If denied, UNAR will consider additional information provided on the student's behalf.

5.4. If approved UNAR will work in partnership with the student to notify testing site of student's choice about the necessary accommodations.

5.5. Whenever necessary and practicable the candidate may supply and use his/her own approved assistive device.