

Utah Nursing Assistant Registry (UNAR) Accommodation Request for State Competency Evaluation

Effective Date: 04/10/2024

1. Purpose

1.1. To provide necessary and reasonable accommodations for UNAR competency evaluation exams for test candidates with disabilities.

2. References

- 2.1. *The Americans with Disabilities Act of 1990 (ADA)*
- 2.2. *Code of Federal Regulations Part 483 Subpart D*
- 2.3. *Utah Office of Administrative Rules R432-45*

3. Definitions

3.1. **Accommodation:** Reasonable modification to the competency evaluation exams that will enable test candidates with a limitation or disability to participate in testing while demonstrating the knowledge, skills, and abilities essential to function as a certified nursing assistant.

3.2. **Competency evaluation:** A written examination and a manual skill demonstration of examination administered to verify the knowledge, skills, and abilities essential to carry out the duties of a nursing assistant.

3.3. **Nurse Aide Training and Competency Evaluation (NATCEP):** A UNAR approved program that meets all state, federal, and UNAR policy guidelines, and has been approved to provide classroom, laboratory, and in-facility training (clinicals) to individuals seeking certification as a nurse aide.

3.4. **Request for Accommodations:** a formal request submitted by the test candidate using an established UNAR format to document a disabling condition and to outline the accommodation(s) which the student is requesting.

3.5. **Test Candidate:** An individual who has completed the NATCEP and is preparing for, or actively engaged in taking the competency evaluation exams.

3.6. **Testmaster Universe (TMU©):** a software program used by UNAR to provide competency evaluations and maintain registry records.

3.7. **Test Site:** UNAR approved test site, who meets all state, federal, and UNAR policy guidelines, and has been approved to proctor the UNAR Competency Exams which consist of a written knowledge exam and a manual skills exam.

3.8. **UNAR:** Utah Nursing Assistant Registry

4. **Policy**

4.1. UNAR strives to comply with the Americans with Disabilities Act and provide necessary and reasonable accommodations for competency evaluation of candidates with disabilities.

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

4.3. 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 competency evaluation exam(s).

4.4. It is the responsibility of the test candidate to seek appropriate accommodation and approval by formally submitting an Accommodation Request Form.

4.5. 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 diagnosis but does need to state a description of the disability limitations related to testing and the specific accommodation requested to accommodate the disability.
2. Documentation that is more than three (3) years old must be accompanied by an updated letter from a qualified professional describing the test candidate's current need for accommodation.
3. Documentation shall include the original signature of the healthcare professional or learning specialist.

4.6. Any professional evaluation (and/or associated costs) required for documentation under this process will be the sole responsibility of the test candidate.

4.7. Exams 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.

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

4.9. Test sites may not provide an accommodation unless they have been directed to do so by UNAR and documentation has been made in TMU.

5. **Procedure**

5.1. Test candidates who believe they are eligible for accommodations must submit a completed ADA Accommodations request with the appropriate documentation regarding their disability to UNAR.

5.2. The request is considered based on available information and a response issued to the test candidate within 10 business days that the request is either accepted or denied.

5.3. If denied, UNAR will detail why the request has been denied.

1. UNAR may request additional documentation.
2. UNAR will consider additional information provided on the test candidate's behalf.

5.4. If approved, UNAR will:

1. Document the approved accommodation in TMU.
2. Work in partnership with the test candidate to notify testing site of test candidate's choice about the necessary accommodations.

5.5. Whenever necessary and appropriate the candidate may supply and use their own approved assistive device.

6. **Approval and Notes**

6.1. Policy updated 04/10/2024. Added reference, definitions, and updated grammar and formatting. Policy

6.2. updated 10/18/2018 for minor procedural changes.

6.3. Policy updated 07/13/2017 for clarification

6.4. Policy revision dates include; 10/02/2008, 04/21/2010, 08/29/2011, 10/03/2014, 02/17/2016, 07/13/2017, 10/18/2018, 04/10/2024