

ADA Policy

Contains:

1. Submission of complete Testing Accommodation Request packet requirement
2. Timelines (deadlines for testing accommodation requests)
3. Testing Accommodation Request Form
4. Professional Evaluation Form

SOWELA Technical Community College provides equal access and opportunity for all qualified persons without regard to disability in the participation of all college programs and activities pursuant to the Americans with Disabilities Act of 1990 (ADA) and other related federal and state law. This includes providing test-taking candidates with accommodations on the Nurse Aid Certification Exam to accurately assess skill and aptitude, without undue influence from a functional limitation associated with the candidate's disability.

Test-takers are asked to carefully review the packet and to complete the packet to the best of their knowledge. A complete testing accommodation packet will include:

- Testing Accommodation Request form
- Documentation of disability or the Professional Evaluation Form

Incomplete accommodation request packets will not be considered.

The testing accommodation packet will be sent to the SOWELA Technical Community College Testing Administration Staff at:

haley.stevens@sowela.edu

3749 Senator J. Bennett Johnston Ave.
Regional Training Center, Lake Charles LA 70615

Timeframe for Processing:

The testing accommodation packet should be received 30 days prior to

the certification exam date to ensure the request can be reviewed and approved, as well as coordinating and implementing the testing accommodations. All requests for accommodation will be confidential. Test-takers will not be assessed any additional charges for necessary accommodations.

To ensure your testing accommodation packet can be fully processed, please note the following:

1. Test-takers are responsible for providing disability documentation from a qualified professional. This means a professional who has comprehensive training and experience in both evaluating and diagnosing the disability or condition.
2. Testing candidates can provide existing disability documentation from the qualified professional. Documentation should include the diagnosis of the disability, limitations of the disability (ies), and recommendations for testing accommodations.
3. Test-takers also have the option to have the qualified professional complete the Professional Evaluation Form (see page 4).
4. Activities of daily living (e.g., eating, ambulating, toileting, etc.) will not be approved as accommodations.
5. Additional disability documentation/ verification may be requested in some situations, such as when there is a need for further clarification around the nature of the disability or requested accommodations.