

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.



## Oregon State Board of Nursing

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# Request for Accommodation

**Applicant: Complete this form only after you have read the Test Accommodation Policy and only if you have a documented disability.**

In compliance with the Americans with Disabilities Act (ADA), the CNA Program provides reasonable accommodations for applicants with documented disabilities that may affect their ability to take the nursing assistant competency examination. It is your responsibility to notify the CNA Program of the needed alternative arrangements. If you have a disability for which you wish to request accommodation, please provide the following information and return this form as well as all other required documentation to the Board of Nursing office with your application. You may attach additional pages if necessary. Accommodations will not be provided at the examination site unless this form and all other documentation is received at the time of submission of the application. In order to grant testing accommodations the CNA staff must share information concerning your request with the RN who will rate your performance on the Manual Skills portion of the examination. The information requested below and any documentation regarding your disability is considered strictly confidential and will be shared only with the testing service staff and the RN Manual Skills Rater.

Name: \_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_

Telephone (daytime): \_\_\_\_\_

1. Describe your disability and how this disability substantially limits one or more of your major life activities:

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2. Explain the nature and extent of your disability and how it impairs your ability to take the examination:

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3. Describe the accommodation(s) you are requesting:

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## 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.

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Applicant Signature

Date