



- Identification of the specific standardized and professionally recognized test/assessments given (e.g., Woodcock-Johnson, Weschler Adult Intelligence Scale);
- The scores resulting from testing, interpretation of the scores and evaluations;
- Recommendations for testing accommodations with a stated rationale as to why the requested accommodations are necessary and appropriate for the diagnosed disability; and
- Contact information including name, qualifications, phone of the professional evaluator recommending the accommodation.

If you were provided accommodation in the nursing assistant program, the instructor must sign the request for accommodations form verifying that the accommodation requested was provided by the program.

### **Board Approval Process**

The request for accommodation is reviewed by D and S Technologies and sent to the Board for approval. Board staff members shall critically review the documentation to ensure that the:

- Documentation is complete as requested,
- Documentation supports the diagnosis of an ADA eligible disability,
- Documentation supports the requested accommodation, and
- Accommodation requested is reasonable, can be provided by D and S Diversified Technologies and does not compromise the intent of the exam (e.g. a request that another perform skills)

During the course of the review, Board staff may communicate with the applicant, program or professional making the diagnosis to clarify the request or suggest available alternatives if the accommodation is not feasible. The decision to recommend or not recommend the accommodation is conveyed to D and S Diversified Technologies and the applicant. If the request is denied, the applicant may submit additional information to support their request.

### **Denial and Appeal Process; Transfer of Information; Record of Request**

If Board staff does not have sufficient evidence to grant the accommodation, the applicant will be informed of the requirements. The applicant may appeal staff findings to the Board by submitting a written request for appeal within 10 days of the notification of insufficient evidence to grant the accommodation.

If there is information in the accommodation request that indicates the applicant's condition poses a risk to the health, safety and welfare of patients or the public, the information in the accommodation request will be provided to the investigations department and an investigation may be conducted.

All requests for accommodation are maintained and filed in the applicant's licensing file and are not considered public records.

\* Recent means in the last 4 years unless the disability is documented by the professional as stable and permanent

### **Available Nursing Assistant Testing Accommodations**

Reader/marker

Additional Time

Large Print

Other

Please direct inquiries to:

Pamela Randolph RN MS

Associate Director Education and Evidence-based Regulation

Arizona State Board of Nursing  
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Phoenix, AZ 85012  
FAX: 602-771-7888  
E-mail: [prandolph@azbn.gov](mailto:prandolph@azbn.gov)  
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PLEASE INCLUDE CONTACT E-MAIL AND PHONE NUMBER IN ALL CORRESPONDENCE.