



## WISCONSIN INDIANHEAD TECHNICAL COLLEGE

### Functional Ability Criteria

It is the intent of the Wisconsin Indianhead Technical College (WITC) to fully comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. & 794), the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. & 1201. *et seq.*), the ADA Amendment Act of 2008, and. In accordance with these laws, WITC does not provide students with personal devices and services.

In order to assist students to successfully complete his/her selected program, WITC has developed a set of objective functional ability criteria.

Students will be asked to sign the Functional Ability Criteria Statement of Understanding form stating whether or not they are able to meet the functional abilities, with or without accommodations, as stated in this document. **If a student enters the program based on falsification of records related to their ability to meet functional requirements, he/she may face disciplinary action.** The form signed at admission to the program will be kept on file in the student's permanent record. If the student is required to sign the form again at a later date designated by the program requirements, the signed form will be kept on file in the student's record maintained by the program director/faculty for five years, then destroyed.

For students with a disability, reasonable accommodations are available. Reasonable accommodations are defined as modifications or adjustments that allow individuals with disabilities to gain equal access and have equal opportunities to participate in WITC's courses, services, activities, and use of the facilities. To be eligible for disability-related services/accommodations, students must have a documented disability. This documentation must be provided by a licensed professional, qualified in the appropriate specialty area. WITC is not obligated to provide an accommodation that requires a substantial change in the curriculum or alteration of an essential element or function of a program/course. WITC is also not obligated to provide an accommodation that poses an undue financial or administrative burden to the College or poses a direct threat to the health and/or safety of others.

**Accommodations allowed, without disability documentation:** supportive back brace or other supportive brace that does not impede required movement or interfere with infection control policies, hearing aids, glasses, and/or contacts. Other student-suggested accommodations will require the approval of the Program Director or Academic/Divisional Dean, the campus Accommodation Specialist, and the Wisconsin Department of Health Services (for Nursing Assistant only). All requests should be approved before the student is enrolled in the program. Any accommodation cannot substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the program.

If you are a person with a documented disability and would like to request accommodations, please contact the campus Accommodation Specialist at the campus number listed at the end of this document or on the Disabilities Pamphlet included in the inquiry packet of information. Requests are recommended to take place 30-days prior to class start date to allow time for accommodations to be coordinated. Requests for reasonable accommodation must be made with at least fourteen (14) calendar days' notice prior to the first day the service is needed or as soon as possible.

A list of functional abilities the student must have in order to participate in his/her selected program at WITC is attached.

#### **Program Specific Notices:**

##### **Criminal Justice Students:**

*If you are an individual with a disability under the ADA and you believe you need reasonable accommodations for the Criminal Justice - Law Enforcement Academy program, you should contact the Director, Criminal Justice Academy. Course requirements are based on bona fide occupational qualifications and will not be modified or waived. However, reasonable accommodations may be provided. In certain circumstances, you may be required to provide documentation for your disability and need for accommodation. This statement applies to both the classroom and scenario portions of the academy testing process.*

##### **Nursing Assistant Students:**

*The Nursing Assistant program is highly regulated by state and federal law. OBRA, 1987 and State of Wisconsin, HFS 129, 2009 offer specific criteria for how the program will run, what is taught, how it is taught, mandated hours needed to be completed, and the ability of the nursing assistant to do the work required. In order to assist students to successfully complete the Nursing Assistant program and achieve certification to work through the Wisconsin Nurse Aide Registry, WITC has developed a set of objective functional ability criteria. All signed forms will be kept on file at the WITC Division of Allied Health office in Shell Lake, Wisconsin for three years and then destroyed.*



## WISCONSIN INDIANHEAD TECHNICAL COLLEGE

### Functional Ability Criteria

### Statement of Understanding

The Americans with Disabilities Act (ADA) of 1990 (42 U.S.C & 1201. *et seq.*), the ADA Amendment Act of 2008, and Section 504 of the Rehabilitation Act of 1973 (29 U.S. C & 794) prohibits discrimination of persons because of her/his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to ensure a quality education of students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities required for the program designated below:

- |   |  |
|---|--|
| <input type="checkbox"/> Advanced EMT   | <input type="checkbox"/> IT – Network Specialist                                     |
| <input type="checkbox"/> Architectural Commercial Design                                      | <input type="checkbox"/> IT – Systems Administration Specialist                      |
| <input type="checkbox"/> Automated Packaging Systems Technician                               | <input type="checkbox"/> IT – Web and Software Developer                             |
| <input type="checkbox"/> Automotive Maintenance Technician                                    | <input type="checkbox"/> Machine Tool Operation                                      |
| <input type="checkbox"/> Broadband Technologies   | <input type="checkbox"/> Machine Tool Operation - CNC                                |
| <input type="checkbox"/> Composite Technology   | <input type="checkbox"/> Machine Tool Technician                                     |
| <input type="checkbox"/> Heating, Ventilation and Air Conditioning/<br>Refrigeration (HVAC/R) | <input type="checkbox"/> Machine Tooling Technics                                    |
| <input type="checkbox"/> Cosmetology  | <input type="checkbox"/> Marine Repair Technician                                    |
| <input type="checkbox"/> Criminal Justice Studies   | <input type="checkbox"/> Motorcycle, Marine and Outdoor Power<br>Products Technician |
| <input type="checkbox"/> Criminal Justice – Law Enforcement Academy                           | <input type="checkbox"/> Medical Assistant   |
| <input type="checkbox"/> Dental Assistant   | <input type="checkbox"/> pre-Medical Coding Specialist                               |
| <input type="checkbox"/> Early Childhood Education  | <input type="checkbox"/> Medical Coding Specialist                                   |
| <input type="checkbox"/> E-CHILD  | <input type="checkbox"/> pre-Nursing   |
| <input type="checkbox"/> E-Connect – Child Care Services                                      | <input type="checkbox"/> core Nursing  |
| <input type="checkbox"/> Emergency Medical Technician   | <input type="checkbox"/> Nursing Assistant   |
| <input type="checkbox"/> Emergency Medical Technician – Paramedic                             | <input type="checkbox"/> pre-Occupational Therapy Assistant                          |
| <input type="checkbox"/> Gerontology – Aging Services Professional                            | <input type="checkbox"/> Occupational Therapy Assistant                              |
| <input type="checkbox"/> pre-Health Information Technology                                    | <input type="checkbox"/> pre-Paramedic Technician                                    |
| <input type="checkbox"/> Health Information Technology  | <input type="checkbox"/> Paramedic Technician  |
| <input type="checkbox"/> Human Services Associate   | <input type="checkbox"/> Phlebotomy  |
| <input type="checkbox"/> Industrial Automation, Controls and<br>Networking                    | <input type="checkbox"/> Residential Construction and Cabinetmaking                  |
| <input type="checkbox"/> Industrial Maintenance Technician                                    | <input type="checkbox"/> Welding   |

**This form can be completed at your program admission interview or prior to admission and turned in to Student Services.**

\_\_\_\_\_ I have read and understand the *Functional Abilities Criteria* specific to a student in this program.  
(initial/date)

\_\_\_\_\_ I am able to meet the *Functional Abilities Criteria* as presented with or without accommodation.  
(initial/date)

\_\_\_\_\_ I was provided with information concerning accommodations or special services if needed  
(initial/date) at this time.

\_\_\_\_\_  
Name of Student (please print)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date



## WISCONSIN INDIANHEAD TECHNICAL COLLEGE

### 10-543-1 Associate Degree Nursing

#### Functional Abilities

##### GROSS MOTOR SKILLS

Ability to move in confined spaces, maintain balance in standing position, move body from one side to the other, reach below the waist and to the front or the side of the body to the level of the top of head (examples: adjust overhead lights, plug electrical appliance into wall outlet).

Ability to push, pull, stabilize, and freely move arms to allow movement of 50 pounds as in moving an object or transferring a client from one place to another.

##### FINE MOTOR SKILLS

Ability to grasp, twist, squeeze, pinch, and manipulate fine equipment for at least 5 seconds (example: operate fire extinguishers)

##### TACTILE ABILITY

Ability to distinguish subtle vibrations through the skin (pulse)

Ability to identify the subtle difference in surface characteristics (feel a raised rash)

Ability to detect temperature (skin, liquids, environment)

##### MOBILITY

Ability to squat or modified squat (one knee on floor) for at least one minute

Ability to move quickly in case of emergency situations

Ability to climb and descent a flight of stairs

Ability to walk independently without the assistance of a cane, walker, crutches, wheelchair or the assistance of another person

##### ENVIRONMENT

Ability to have stamina sufficient to maintain physical activity for a period of time form 5-8 hours

Ability to tolerate exposure to common allergens such as: pets, body lotions and soaps, cleaning products

- Student must inform Associate Degree Nursing Program Instructor **in advance** of class to assess if a pet resides in the clinical environment; attempts will be made to place the student in a clinical site without a pet

Ability to tolerate heat and humidity as high as 90 degrees for up to ½ hour (shower and spa rooms)

##### SPEECH AND COMMUNICATION

Ability to interact with others to report observations and advocate for the needs of clients

Ability to speak, write, and understand English in order to be able to communicate with clients as well as report and document client information

### SENSES: SMELL, HEARING, AND VISION

Ability to detect difference in body and environmental odors

Ability to hear and understand voices spoken at a normal speaking volume at a distance of 10 feet (typical length of a room), e.g. person to person conversation

Ability to hear faint noises such as whispers within a range of 4 feet (considered the typical comfort zone)

Ability to see objects clearly within a minimum of 20 feet

Ability to have depth perception and peripheral vision to allow identification of dangerous objects and client situations within the client room

Ability to read and interpret written data held at a reasonable distance

### EMOTIONAL STABILITY

Ability to interact and support clients during times of stress and emotional upset

Ability to adapt to changing situations and emergency conditions while maintaining emotional control

Ability to cope with strong emotions and physical outbursts of clients while remaining in a reasonable state of calm

Ability to focus attention on client needs despite interruptions and multiple demands

Ability to accept constructive feedback and accept responsibility for own actions

### INTERPERSONAL SKILLS

Ability to apply knowledge gained in classroom to establish appropriate relationships with clients, families, and coworkers

Ability to interact as a member of the health care team

Ability to show respect for diversity in culture, religion, sexual orientation, marital status, socio-economic status and abilities/disabilities

### READING

Ability to read and understand at a minimum of an 8<sup>th</sup> grade level with ability to understand charts, graphs, and worksheets

Ability to read and understand digital and computer displays

### MATH

Ability to do basic math including add, subtract, multiply, and divide

Ability to count and understand the meaning of numbers

Ability to measure length by reading a tape measure or ruler

Ability to tell time on a clock

# REASONABLE ACCOMMODATION REQUEST FOR STUDENT

**SECTION TO BE COMPLETED BY STUDENT**

**STUDENT REQUEST**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Date Accommodation Needed: \_\_\_\_\_

College Location: (circle one) Ashland Hayward Ladysmith New Richmond Rice Lake Superior Shell Lake

Describe the disability and how it affects your education: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accommodation(s) you are requesting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To ensure the provision of reasonable and appropriate accommodations, the student requesting services must provide current documentation of their disability. The documentation should provide information regarding the onset and severity of the disability, as well as describe how it interferes with educational achievement. In order to establish that an individual is covered under ADA and Section 504 of the Rehabilitation Act of 1973, documentation must demonstrate that the individual has a disability and it substantially limits and impacts the major life activity of learning. If accommodations, academic adjustments and/or auxiliary aids are being requested, the documentation provided must support the request. Appropriate accommodations will be determined based on the specific information submitted in the documentation. Please attach required documentation to this form. Complaint/appeals information is contained in Administrative Procedures J-111A, Reasonable Accommodation for Student with Disabilities.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**FOR COLLEGE USE ONLY**

**COLLEGE RESPONSE**

Accommodation is: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Accommodation Plan and Effective Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Revisions or changes to above plan and date implemented: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Dean of Students Signature

\_\_\_\_\_  
Date