



NORTHWOOD TECHNICAL COLLEGE

10-520-3 Human Services Associate/31-550-1 Substance Abuse Counselor Education Functional Abilities Disclosure

It is the intent of the Northwood Technical College (Northwood Tech) 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.*), and the ADA Amendment Act of 2008. In accordance with these laws, Northwood Tech does not provide students with personal devices and services.

In order to assist students to successfully complete this program, Northwood Tech has developed a set of objective functional ability criteria. At the time of application, students are asked to sign the Functional Ability Disclosure stating whether or not they are able to meet the functional abilities, with or without accommodations, as stated in this document. **Students entering the program based on falsification of records related to their ability to meet functional requirements, may face disciplinary action.** The signed acknowledgement of this information will be filed 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 Northwood Tech'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. Northwood Tech 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. Northwood Tech 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, complete the [Reasonable Accommodation Request Form](#) and contact the [Accommodations Specialist](#) at your campus. It is recommended that reasonable accommodation requests be made 30 days prior to class start date to allow time for accommodations to be coordinated. Requests for reasonable accommodation must be made a minimum of fourteen (14) calendar days prior to the first day the service is needed.

Functional abilities required for participation in this program are listed below:

GROSS MOTOR SKILLS

- Push, pull, lift, and carry objects (i.e. wheelchairs, group materials, etc.)
- Bend, stoop, kneel, squat quickly without losing stability or balance
- Reach above own shoulders
- Arrange environment (furniture and supplies) to prepare for activities, ensuring safety and accessibility
- Transport/evacuate consumers in emergencies
- Move within confined spaces
- Reach below waist
- Reach in front of own body

FINE MOTOR SKILLS

- Perform moderate manipulative tasks such as writing, twisting and squeezing objects, turning pages in a book, etc.
- Pick up objects with hands
- Write with a pen or pencil

FINE MOTOR SKILLS (continued)

- Use a computer
- Assist in record keeping and maintaining progress notes

PHYSICAL ENDURANCE

- Tolerate long periods of sitting, standing, and/or walking/mobility without becoming fatigued
- Sustain repetitive movements (i.e. typing, driving, etc.)

HEARING

- Distinguish normal sounds from background noises
- Hear normal speaking levels, faint voices, and body sounds

VISION

- Identify consumers and colleagues from distance of 10 feet
- Read typed and written correspondence
- See objects 20 inches away (e.g. computer screens)
- Use peripheral vision and depth perception
- Identify potential safety hazards (i.e. during home visits, in the community, individually, in groups, etc.)

ENVIRONMENT

Tolerate the following:

- Exposure to bodily fluids
- Bacteria and infectious agents from ill consumers
- Exposure to chemicals and agents such as disinfectants, soaps, cleaners, bleaches, etc.
- Exposure to strong odors

READING AND WRITING

- Read, write, and understand written documents in English
- Possess basic knowledge, and/or ability to learn, basic computer word processing skills

MATH

- Tell time
- Add and subtract basic numbers
- Document numbers in records
- Develop a basic understanding of statistical data (i.e. drug tests, research data, etc.)

EMOTIONAL STABILITY

- Respect integrity and welfare of clients
- Adapt to changing and unpredictable environments/stress
- Manage and cope with the unexpected
- Respond to a crisis situation in a manner that maintains professional boundaries and health and safety of consumers
- Address, manage, and cope with own emotions
- Professionally respond to strong emotions in others (anger, fear, grief, crying)
- Concentrate on details despite frequent interruption
- Tolerate individual differences, values and beliefs
- Maintain honesty and integrity with employer, colleagues, and consumers
- Accept constructive feedback and accept responsibility for own actions

ANALYTICAL THINKING

- Perform multiple responsibilities concurrently
- Process and interpret information from multiple sources
- Problem solve
- Evaluate outcomes
- Prioritize tasks
- Transfer knowledge from one situation to another

CRITICAL THINKING

- Plan and implement activities in collaboration with others
- Sequence information
- Make decisions independently
- Adapt decisions based on new information
- Identify cause and effect relationships
- Analyze and interpret abstract information

INTERPERSONAL SKILLS

- Establish professional relationships with consumers and colleagues
- Develop and maintain professional boundaries with consumers and colleagues
- Respect and value cultural differences of others
- Negotiate interpersonal conflict
- Interpret body language and respond appropriately
- Honor consumer privacy and right to confidentiality
- Establish and maintain professional rapport in compliance with ethical standards
- Encourage and model positive social relationships and habits

COMMUNICATION SKILLS

- Possess the ability to communicate in adverse environments (i.e. chaotic home visits, shared offices, etc.)
- Interact with consumers and colleagues in a strength-based, honest, and professional manner
- Speak and write in English
- Listen and comprehend the written/spoken word
- Collaborate with others (e.g. therapists, health care workers, etc.)
- Recognize and respect confidentiality
- Participate in staff meetings, training sessions and meet continuing education requirements
- Work cooperatively with staff to foster potential of individual consumers

Functional Abilities Signature Statement

Northwood Technical College has developed a set of objective functional ability criteria for this program. By signing below, I am confirming that I have read and understand the bulleted information below and the information contained in this Functional Abilities Disclosure and that I am:

- Able to meet the Functional Abilities Criteria as presented with or without accommodation.
- Will be provided with information concerning accommodations or special services upon request.

(This signed document is needed only for those students who did not complete the online application or requested additional information.)

Signature: _____

Student ID: _____

Program: _____

Date: _____