



## NORTHWOOD TECHNICAL COLLEGE

### 31-502-1 Cosmetology

### 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

- Perform tasks requiring repetition
- Stand for long periods of time with hands above shoulders
- Arm-hand steadiness
- Bend, stoop, twist, kneel, squat quickly without losing stability or balance
- Reach above own shoulders to access or replace equipment and supplies and to perform duties
- Arrange environment (equipment and supplies) ensuring a safe and sanitary environment
- Move within confined spaces
- Reach below waist (e.g. to plug in equipment and complete sanitation tasks)
- Reach in front of own body
- Have mobility to move with ease and speed according to industry standards

### FINE MOTOR SKILLS

- Perform tasks requiring repetition and finger dexterity
- Pick up objects with hands
- Write with a pen or pencil
- Key/type (use a computer)
- Twist objects (e.g. opening containers)
- Squeeze (e.g. applicators)
- Assist in record keeping and maintaining client records
- Maintain balance in multiple positions
- Manipulate tools (e.g. shears, razors, clippers) in safe, sanitary and effective manner

### PHYSICAL ENDURANCE

- Tolerate long periods of sitting, standing, and/or walking/mobility without becoming fatigued
- Sustain repetitive movements (e.g. cutting, rolling, wrapping, combing etc.)

### HEARING

- Distinguish normal sounds from background noises (e.g. timers, telephones)
- Hear normal speaking level sounds

### VISION

- Identify co-workers and clients from distance of 10 feet
- Read typed and written correspondence
- See objects 20 inches to 6 feet away
- Use peripheral vision and depth perception
- Distinguish color levels, tones and intensity
- Determine safety standards of equipment (e.g. loose nuts and bolts, frayed cords, dangerous areas, uneven surfaces, etc.)

### ENVIRONMENT

Tolerate the following:

- Exposure to chemicals and agents
- Exposure to loud and/or unpleasant noises
- Exposure to strong odors (e.g. perm solution, acrylic nails, etc.)
- Physical contact with clients to perform professional services (e.g. skin treatments, pedicures, etc.)

### READING AND WRITING

- Read, write, and understand written documents

### MATH

- Tell time
- Add and subtract basic numbers (e.g. make correct change, balance cash register, etc.)
- Document numbers in records
- Measure quantities

### EMOTIONAL STABILITY

- Adapt to changing environments/stress
- Manage or deal with the unexpected
- Respond to situations in a manner that maintains the health and safety of clients
- Cope with own emotions
- Cope with strong emotions in others
- Concentrate on details despite frequent interruption
- Tolerate individual differences, values and beliefs
- Maintain honesty and trust with clients, peers, instructors and others

#### ANALYTICAL THINKING

- Perform multiple responsibilities concurrently
- Process and interpret information from multiple sources
- Problem solve
- Evaluate outcomes
- Prioritize tasks
- Use long-term memory
- Use short-term memory

#### CRITICAL THINKING

- Identify cause and effect relationships
- Ability to work without supervision in a team setting
- Sequence information
- Make decisions independently
- Adapt decisions based on new information
- Ability to comprehend and demonstrate industry safety standards

#### INTERPERSONAL SKILLS

- Establish professional relationships and maintain rapport with clients
- Respect and value cultural differences of others
- Negotiate interpersonal conflict
- Interpret body language and respond appropriately
- Honor relationships with honesty and integrity

#### COMMUNICATION SKILLS

- Speak loudly enough to be heard in a noisy room
- Speak at an understandable, conversational level
- Interact with clients and co-workers in a positive, honest, and friendly manner
- Speak and write in English
- Listen and comprehend the written/spoken word
- Collaborate with others
- Recognize and respect confidentiality

## 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: \_\_\_\_\_