



NORTHWOOD TECHNICAL COLLEGE

32-404-2 Automotive Technician/31-404-2 Automotive Service Technician/ 30-404-1 Automotive Maintenance & Light Repair Technician 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 without losing stability or balance
- Reach above own shoulders to access or replace equipment and parts to perform duties
- Arrange environment (equipment and supplies) ensuring a safe and sanitary environment
- Move within confined spaces
- Reach below waist
- Reach in front of own body
- Have mobility to move with ease and speed according to industry standards
- Ability to be able to crawl, kneel, and work in confined spaces
- Ability to manipulate and maneuver larger objects

FINE MOTOR SKILLS

- Ability to have physical dexterity and steadiness within hands and fingers
- Perform tasks requiring repetition and finger agility
- Quickly move your hand, or your two hands to grasp, manipulate, or assemble objects
- Keep your hand and arm steady while moving your arm or while holding your arm and hand in one position
- Twist objects
- Squeeze objects
- Manipulate tools in safe and effective manner
- Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
- Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions

PHYSICAL ENDURANCE

- Ability to perform physical activities that require use of entire body (e.g. standing, walking, bending, crawling)
- Ability to tolerate daily physical movements and tasks
- Ability to lift and move 50 pounds
- Sustain repetitive movements ongoing

HEARING

- Ability to focus on a single source of auditory (hearing) information in the presence of other distracting sounds
- Ability to detect or tell the difference between sounds that vary over broad ranges of pitch and loudness
- Ability to see objects in the presence of glare or bright lighting

VISUAL

- Ability to see with normal or corrected vision
- Match or detect differences between colors, including shades of color and brightness
- Use peripheral vision
- Ability to adapt to changing depth perception

ENVIRONMENT

Ability to tolerate the following:

- Exposure to chemicals and other agents
- Exposure to strong odors
- Exposure to loud and/or unpleasant noises
- Ability to work extended periods of time in artificial light
- Ability to work in varied temperatures
- Ability to tolerate dirty or greasy areas, exposure to solvents, and slippery or uneven surfaces
- Ability to wear protective equipment when needed

READING AND WRITING:

- Read and understand written documents
- Comprehend charts, graphs and manuals
- Understand and read digital devices (e.g.)

MATH

- Ability to perform mathematical operations and calculations quickly and accurately
- Ability to apply logic where appropriate
- Comprehend and interpret graphs and charts
- Compute equations
- Document numbers in records

EMOTIONAL STABILITY

- Adapt to changing environments/stress
- Manage or deal with the unexpected
- Respond to situations in a manner that maintains health and safety
- Cope with own emotions

- Cope with strong emotions in others

EMOTIONAL STABILITY (continued)

- Concentrate on details despite frequent interruption
- Tolerate individual differences, values and beliefs
- Maintain honesty and trust with clients, peers, instructors and others
- Ability to focus and work on a single task for extended periods of time
- Ability to focus on client needs during times of stress while maintaining emotional control
- Ability to work as part of a team and in independent settings
- Accept constructive feedback and accept responsibility for own actions

ANALYTICAL THINKING/CRITICAL THINKING

- Ability to analyze information and evaluate results to choose the best solution to solve problems
- Ability to tell when something is wrong or is likely to go wrong (problem sensitivity)
- Ability to efficiently shift back and forth between two or more activities or sources of information
- Ability to sequence information
- Ability to make decisions independently
- Ability to comprehend and follow instructions/processes
- Use long-term and short-term memory skills
- Ability to combine pieces of information to form conclusions
- Ability to quickly make sense of information that seems to be without meaning or organization
- Ability to think conceptually
- Ability to combine pieces of information to form conclusions
- Ability to quickly make sense of information that seems to be without meaning or organization

CRITICAL THINKING

- Make decisions independently
- Synthesize knowledge and skills
- Sequence information
- Identify cause-effect relationships
- 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
- Demonstrate constructive and cooperative working relationships with others, and maintain them over time.

SPEECH AND COMMUNICATION

- Ability to read and comprehend information and ideas presented in writing
- Ability to maintain records and orders
- Ability to communicate information and ideas in writing so others will understand
- Ability to communicate information and ideas in speaking so others will understand
- Ability to listen to and understand information and ideas presented through spoken words and sentences
- Ability to exhibit and comprehend nonverbal cues
- Ability to take advice and constructive criticism, as well as to offer it in a professional manner

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: _____