SouthernTech LPN Program

Instructions for Requesting Reasonable Accommodations for Program Testing

Requesting Reasonable Accommodations

SouthernTech provides reasonable accommodations and support for students with disabilities and Special Education needs covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA), as described in the Student Handbook (Policy EE, Student Services). This form addresses a specific application of that support: reasonable accommodations for LPN Program testing (exams, skills checks, and other evaluations administered by the program).

The LPN Program's accommodation request process is modeled on the Oklahoma Board of Nursing's (OBN) NCLEX accommodation process. Requiring the same documentation now ensures that any accommodation you receive from the program is documentation you can also submit to OBN when you apply to take the NCLEX, so you are not caught unprepared later in the process.

If you are requesting reasonable accommodations for LPN Program testing, please complete the attached "Request for Reasonable Accommodations" form and return it to the LPN Coordinator. For questions about your broader rights under the ADA or Section 504, or for a copy of the complete Notice of Rights: Section 504/ADA, you may also contact Student Services (8:00 a.m.–4:00 p.m., Monday–Friday) at 580-223-2070 or the 504 Coordinator at 504coord@sotech.edu.

Documentation Required

Students requesting reasonable accommodations must submit the following documentation to the LPN Coordinator:

- A completed "Request for Reasonable Accommodations" form.
- A letter of diagnosis provided within the last three (3) years and supporting documentation completed by an appropriate medical professional with expertise in the area of the diagnosed disability.

Documentation of the disability should include:

- A professionally recognized diagnosis;
- A history of the disability, any past accommodations granted to the student, and a description of its impact on the individual's functioning;
- Identification of the specific standardized and professionally recognized tests/assessments given;
- The scores resulting from testing, interpretation of the scores, and evaluations; and
- Recommendations for testing accommodations with a stated rationale as to why the requested accommodation is necessary and appropriate for the diagnosed disability.

Note: Because SouthernTech requires this same level of documentation, students who receive program accommodations will already have what OBN requires to request the same accommodations for NCLEX — the program will only grant accommodations that a candidate could also be granted for NCLEX. However, approval of an accommodation by SouthernTech does not guarantee that OBN will grant the same accommodation for NCLEX. OBN makes its own independent determination based on its own review of the documentation, and students must still submit a separate accommodation request directly to OBN following the NCLEX application process.

If any of the required information is missing, the LPN Coordinator will notify the student, by email or in writing, of the missing required information.

Time Frame

Students should submit the required documents to the LPN Coordinator as early in the program as possible, and with adequate notice before the testing event for which accommodations are needed. If further verification of the disability and/or the need for accommodation is required, the decision on granting the accommodation — and the

affected testing date — may be delayed. Once the request is received together with all other required documentation, the LPN Coordinator will process the request and notify the student of the decision.

If you have any questions, please contact the LPN Coordinator:

Name: _____

Phone: _____

Email: _____

SouthernTech LPN Program

2610 Sam Noble Parkway, Ardmore, OK 73401

REQUEST FOR REASONABLE ACCOMMODATIONS

I am currently enrolled in the SouthernTech LPN Program. I would like to request the following reasonable accommodation(s) for program testing. I have enclosed the required documentation.

Student Name _____

Address _____

Phone _____

Email _____

LPN Cohort / Expected Graduation Date

_____

Approximate Test Date(s) Needing Accommodation

_____

Reasonable Accommodation Requested (check one or more)

_____ Extra Time – 1.5x (time and a half)

_____ Extra Time – Double Time

_____ Extra Time – Other. Please indicate the time requested: _____

_____ Separate/Private Testing Room

_____ Separate Room and Reader

_____ Separate Room and Recorder/Scribe

_____ Separate Room and Sign Language Interpreter

_____ Adjustable Contrast on Monitor

_____ Adjustable Font Size on Monitor

_____ Aid. Please specify request: _____

Students are expected to provide their own testing aids as listed above.

_____ Equipment. Please specify request: _____

Students are expected to provide their own equipment as listed above.

_____ Other: _____

Required Documentation Enclosed

_____ Letter of diagnosis and supporting documentation from an appropriate medical professional (dated within the last 3 years).

By signing below, I understand that SouthernTech will only grant accommodations that could also be requested from the Oklahoma Board of Nursing for NCLEX, and that this same documentation may be submitted to OBN as part of a future NCLEX accommodation request. I understand that SouthernTech's approval of this request does not guarantee that OBN will grant the same accommodation for NCLEX, as OBN makes its own independent determination, and that I must submit a separate accommodation request directly to OBN as part of my NCLEX application.

Student Signature _____

Date _____

For LPN Coordinator Use Only

Date Received _____

_____ Documentation complete

_____ Documentation incomplete — student notified on _____

_____ Accommodation(s) approved as requested

_____ Accommodation(s) approved with modification (explain below)

_____ Accommodation(s) denied (explain below)

Notes _____

_____

LPN Coordinator Signature _____

Date _____

Please submit this completed form and all required documentation directly to the LPN Coordinator (do not submit to the OBN portal). Submission methods:

- In person at the LPN Coordinator's office
- By email to: _____
- By mail to: SouthernTech LPN Program, ATTN: LPN Coordinator, 2610 Sam Noble Parkway, Ardmore, OK 73401