

VSE Accessibility Policy

Introduction

The Virtual Skills Evaluation (VSE) Program is committed to making sure that all Candidates have an equal opportunity to take their skills evaluation. The VSE Program will work with the Candidate's Proctor to identify reasonable accommodations for the Candidates who demonstrate a documented need, in order to provide them with full access to the Virtual Skills Evaluation.

The VSE Program is unable to provide equipment, such as an amplified stethoscope. If equipment is needed to help accommodate the Candidate, then it must be provided by the Candidate or the training program.

Things that the VSE program can do include providing extra time for testing or working with the Proctor to demonstrate alternative ways the Candidate could perform the skill that is deemed acceptable.

Please note that accommodations do not guarantee an improvement in performance or that the Candidate will pass.

Notification of Accommodation Needs

It is the responsibility of the Proctor to notify the VSE team of the need for an accommodation. This must be done by the Proctor at least five (5) business days before the Candidate's scheduled evaluation. If accommodations are requested by the Proctor after this stated deadline, the Candidate's evaluation will be rescheduled.

To request accommodations, Proctors must complete the [Evaluation Accommodation Request](#) form. On the form, the Proctor must upload one of the following forms of required documentation:

- A formal 504 Plan
- Individualized Education Program (IEP)
- A letter signed by a licensed medical professional dated within the past 5 years

Functional ability categories that could affect a Candidate's ability to perform are:

Physical: Gross and fine motor, physical endurance, physical strength, mobility

Sensory: Visual, tactile, olfactory, hearing

Cognitive: Reading, arithmetic, analytical, and critical thinking

Interactive: Interpersonal, communicative.

If yes to one or more of the above categories, the Proctor will need to describe, in writing, the nature of the mental or physical condition, the way it affects the Candidate's ability to perform the skills evaluation safely, and the type of accommodation needed.

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Once the Proctor has completed the request form, the accommodation request will be reviewed by the VSE Clinical Leadership Team. These requests for accommodations will be determined on a case-by-case basis.

Once the appropriate accommodations have been identified, the Chief Nurse Evaluator will notify the Proctor and provide further instructions as needed.

The Nurse Evaluator who will be testing the Candidate will be notified of the accommodations needed before the scheduled evaluation.