
Jump Start Industry Credentials for Students with Disabilities (non-LAA1 and Act 833 students) (October 16, 2015)

This resource provides guidance for educators working with students with disabilities, providing reassurance that students will receive testing accommodations as appropriate on industry certification exams.

There are (as of October 2015) 47 Jump Start graduation pathways. By carefully assessing a student's interests, strengths, and needs, educators and families can help find a pathway for every student.

Jump Start Credential Fact Sheets on the *All Things Jump Start* web portal contain information about each Jump Start industry certification (please click on the "Most Frequently Used Jump Start Materials" sub-directory). Each fact sheet contains information and/or a link to the industry organization information on testing accommodations. IEP teams should review this information when considering the appropriate pathway and career preparation experience for the individual student.

Written Testing Accommodations

Virtually all industry certifications require some type of written test (online and/or hardcopy). Industry organizations set their own criteria for testing accommodations on written exams but typically provide students with disabilities the testing accommodations that students receive from their schools.

Examples:

National Center for Construction Education and Research (NCCER) indicates in their Testing Management System FAQs:

What if I have students who need testing accommodations?

Usually the only accommodation that effects use of the Testing Management System is if a student has a documented need for additional testing time. NCCER requests notifications of accommodations at least 48 hours in advance.

The instructor or proctor needs to contact Testing Management System customer service by emailing TMShelp@nccer.org with the ATS name, TU or school name, class name, student's information (name, SSN/SGN, class name, module exam(s) and the date testing is scheduled) and what accommodation needs to be made – such as time and a half, double time, etc.

What if a student's testing accommodation is to have the test read aloud?

As long as the student has a documented need, the school can provide that accommodation. NCCER's policy requires that if a module exam needs to be read aloud to a student, it has to be done in a one-on-one environment, so that other students are not distracted. NCCER requests, if at all possible, that the reader be someone without any craft or technical knowledge.

The National Restaurant Association Education Foundation indicates in their Examination Administration Handbook:

NRAEF provides reasonable accommodations to individuals with disabilities following procedures that are consistent with the *Americans with Disabilities Act*, *Uniform Guidelines on Employee Selection Procedures* and the *Standards for Educational and Psychological Testing*. This includes alternate test formats (such as oral instead of written) and test aids (such as readers or translators).

Certified Internet Web Professional (CIW) indicates in their Exam Policies:

CIW testing services, including Pearson VUE and CTC Online can provide accommodations for candidates with disabilities. Accommodations may include extended exam time, scratch paper, readers, or other measures as deemed necessary . . . Be prepared to submit documentation of your disability for their review.

Accommodation requests are forwarded from Pearson VUE to CIW for approval. CIW recommends making any accommodations requests as early as possible. Candidates who require accommodations must make their request at least 30 days before the scheduled exam appointment.

Performance Accommodations

Some industry certifications require that students demonstrate a certain skill as part of the certification process. All students are entitled to fair and appropriate accommodations as long as they do not alter the integrity of the task the student is asked to complete.

For example, NCCER will verify that a student is “Knowledge Verified” in a construction craft upon successful completion of a written assessment. But NCCER will only verify that a student is “Performance Verified” upon successful completion of a practical performance of that craft.

NCCER PERFORMANCE VERIFICATIONS

NCCER Performance Verifications (PVs) are designed to assess an individual's skill level on specific tasks. PVs require a participant to demonstrate their skill level in a controlled, observable, and measurable manner and must be administered by a qualified objective performance evaluator.

Each package contains a submission sheet, cover page, how-to instructions, and the candidate and evaluator reference sheets for each covered task, as well as any necessary drawings and forms.

Similarly, the NRAEF requires both written certification and extensive on-the-job experience for students to attain their ProStart certification.

REAL-LIFE EXPERIENCE

While classroom experience is necessary to learn the foundational culinary and management skills, nothing beats real-life experience gained by working in the industry. ProStart® students learn how to be an industry professional through hands-on work under the direction of a mentor . . .

During mentored work experiences, ProStart students master the skills that industry experts identified as critical to success, such as:

- Knife skills
- Customer service
- Cost control
- Culinary techniques
- Marketing

Students also learn the importance of arriving on time prepared for work, teamwork and accountability . . .

By completing 400 hours of real-life work experience, students meet the work experience requirements needed to earn the ProStart National Certification of Achievement.

Questions and Help

For additional guidance, please see the ***A Pathway for Every Student*** resource on the *All Things Jump Start* web portal.

If you cannot find an industry association’s policy on testing accommodations – or if you have any question about how your student can successfully attain an industry certification and graduate with a Jump Start Career Diploma – please contact JumpStart@la.gov