

# COLLEGE OF COMPLEMENTARY HEALTH PROFESSIONALS OF BRITISH COLUMBIA

## Registration Committee Accommodation Policy for the Registration Examination

*[Passed by the Registration Committee on November 14, 2015; Revised effective April 1, 2018]*

### DEFINITIONS

1. In this policy:
2. **“accommodation”** refers to the modification of a standard, requirement, practice, policy or rule of the College that may adversely impact a candidate who is attempting the registration examination, as a result of either a disability or a temporary condition,  
**“applicant”** means an individual who has applied for registration with the College,  
**“candidate”** means an applicant who is eligible to take the registration examination,  
**“Code”** means the *Human Rights Code*, R.S.B.C. 1996, c. 210,  
**“College”** means the College of Complementary Health Professionals of British Columbia,  
**“disability”** means a physical or mental disability within the meaning of the *Code*,  
**“health care practitioner”** means a regulated health care professional who is registered or licensed to practice in Canada,  
**“personal information”** means recorded information about an identifiable individual other than the individual’s business contact information,  
**“registration examination”** means any written, online or practical (performance-based) examinations administered by the College for the purpose of qualifying for registration with the College,  
**“temporary condition”** refers to pregnancy or to a short-term illness or injury that may seriously impact a candidate’s ability to complete the registration examination;

### PURPOSE

3. To provide a clear and fair approach for considering requests by candidates seeking accommodation with respect to the registration examination.

## **APPLICATION**

4. This policy applies to any candidate who requests accommodation with respect to the registration examination.

## **REQUEST FOR ACCOMMODATION DUE TO DISABILITY**

### **Required Documentation**

5. A candidate requesting accommodation due to disability must provide the following documents to the College:
  - a. a completed *RMT-Accommodation Eligibility Questionnaire*, and
  - b. a completed *RMT-Accommodation Request Verification Form*.

### **Accommodation Eligibility Questionnaire**

6. The Accommodation Eligibility Questionnaire must be submitted at the same time or shortly after submitting the completed Application for Registration Examination to the College.

### **Accommodation Request Verification Form**

7. The Accommodation Request Verification Form must be completed by the candidate's attending health care professional(s) within one (1) month of the date of the request for accommodation.
8. The attending health care professional(s) must have the expertise and qualifications to provide a diagnosis of a disability for the candidate and a medical opinion on the need for accommodation.
9. The following information must be included in the Accommodation Request Verification Form:
  - a. confirmation from the health care practitioner(s) of the specific nature of disability for which accommodation is being sought (including a medical diagnosis and the duration of the disability),
  - b. verification from the health care practitioner(s) of the extent of the disability and any limitations and special requirements arising from that disability (including the specific aspect of the disability that requires accommodation for examination purposes);
  - c. a medical opinion from the health care practitioner establishing the effect of the disability on the candidate's ability to complete a registration

examination;

- d. a medical opinion from the health care practitioner addressing the steps that should be taken to accommodate the candidate in the examination process to address the limitations and/or special requirements arising from the disability; and
- e. medical information establishing the effect of the disability on the candidate's ability to practice the profession of massage therapy.

### **Request Process**

- 10. Requests for accommodation will be referred to the Registration Committee for consideration in accordance with the College's human rights obligations.
- 11. The Registration Committee may request additional information (including medical information) as required from the candidate.
- 12. The College will notify the candidate of the Registration Committee's decision in respect of the request for accommodation at least 30 days prior to the candidate's scheduled registration examination.

### **Readers or Sign Language Interpreters**

- 13. If applicable, readers and/or sign language interpreters will be provided to the candidate by the College if the request for accommodation is approved.

### **REQUEST FOR ACCOMMODATION DUE TO TEMPORARY CONDITION**

- 14. Candidates who are affected by a temporary condition as defined in section 1 of this Policy may request accommodation for the purpose of attempting the registration examination by:
  - a. providing a written request to the College within 45 days of his or her scheduled registration examination; and
  - b. providing information regarding his or her temporary condition and the nature of the accommodation being sought.
- 15. The Registration Committee may request additional information about the candidate's temporary condition and verification from the candidate's treating health care practitioner(s) prior to considering the request for accommodation.
- 16. The College will notify the candidate of the Registration Committee's decision regarding the accommodation request for a temporary condition at least 14 days prior to the candidate's scheduled registration examination.

## **CONFIDENTIALITY**

17. Any personal information obtained under this policy will remain confidential in accordance with the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165.

## **FORMS**

18. All forms identified in this policy can be found on the College website: [www.cchpbc.ca](http://www.cchpbc.ca) or may be requested directly from the College.

END.