

## Steps for Writing the CRPO Registration Examination

### STEP 1

- CRPO confirms that you are eligible to write the Registration Examination (approximately three months prior to the proposed administration date).
- You confirm your intention to write the Registration Examination with CRPO and provide requested information to CRPO staff by the requested deadlines.
- Formal application, with appropriate documentation for any special accommodation, **must** be made at the same time that you indicate your intention to write the Registration Examination with CRPO. Use the special accommodations request form (available through CRPO) to apply.
- COMPASS Centre for Examination Development contacts you to confirm the status of your request for special accommodation.

### STEP 2

- You receive an email transmission from Yardstick Testing and Training Experts, from [testingsupport@getyardstick.com](mailto:testingsupport@getyardstick.com). In it, you will see the "book and purchase window" directions for purchasing and booking your spot at the Registration Examination. The directions include the time period during which you **must** purchase the Registration Examination and how to access the exam site by resetting your password. *\*Note: If this email transmission is not received within one month of the Registration Examination, please contact Yardstick at [testingsupport@getyardstick.com](mailto:testingsupport@getyardstick.com). **Please note: The CRPO Registration Examination website has RED prompts. The self-assessment site has BLUE prompts.***
- You register and book the examination by purchasing the CRPO Registration Examination. **Please ensure to book your exam for the same location you provided to the College.**
- After purchasing the exam, you will receive a confirmation email with the location of your test centre and the time at which you should arrive to write the Registration Examination.

### STEP 3

- You receive an email transmission from COMPASS Centre for Examination Development once you have purchased the CRPO Registration Examination and the purchase window has closed. It reminds you of the testing environment and conditions, the Resource Manual for the examination, the Registered Psychotherapist competency profile, and other related matters.

### STEP 4

- Arrive at the test centre with two pieces of government-issued identification (one must contain a photo), your CRPO eligibility letter, and your CRPO-issued identification number.
- Write the Registration Examination.
- COMPASS Centre for Examination Development transmits examination results by your preferred medium between six and eight weeks after your date of writing.

# <sup>1</sup>Special Accommodations

The Ontario Human Rights Commission (OHRC) provides guidelines around the definition and considerations to be taken into account regarding whether the provision of accommodation would cause an organization (e. g. employer, educational institution, etc.)

The OHRC's [\*Policy on ableism and discrimination based on disability\*](#) provides practical guidance on the legal rights and responsibilities set out in the *Code*.

## Special Accommodations for the CRPO Registration Examination

### Basic Principles

A special accommodation, based on disability (whether temporary or permanent) is considered appropriate if it results in equal opportunity to attain the same level of performance as persons without an identified disability and meets the individual's disability-related needs without affecting the confidentiality of the examination and integrity of the examination's assessment purpose. The basic principle for special accommodations for the Registration Examination is to remove barriers to enable equal opportunity with dignity and without impediment.

### Universal Design

To support all persons in engaging fully in the Registration Examination process, the following priority steps have been undertaken for all test-takers:

- physically accessible test centres (wherever possible)
- additional test-taking time built-in to regular test-taking time allotment
- customizable font size for examination print
- short sentences with increased white space on screen
- no use of 'flash' or colour-dependent information
- no use of photographs, diagrams or charts
- available personal breaks
- access to medication and/or glucose meter\*
- access to food and/or beverage\*

### Forms of Accommodation

Depending on documented individual needs, a variety of accommodations are possible. The following forms of accommodations are most common:

- extended time (to a maximum of five hours) with personal breaks
- separate room
- service animal
- reader aide
- mobility aide

\*Proctor must be advised prior to examination start time to retain medication and/or glucose meter at computer terminal. While access to food and beverages is not permissible near computer terminals, candidates may exit and re-enter exam room as needed to gain access.

### Applying for Special Accommodations

Candidates alert CRPO of their special accommodation needs at the time of indicating intention to write the Registration Examination – this will give the examination hosting authority sufficient time to evaluate the request for accommodations, seek resources and confirm arrangements. CRPO provides candidates with a special accommodation form which must be completed and submitted with appropriate documentation from a currently registered medical doctor, psychologist, psychological associate or other

regulated health professional who has specific training, expertise and experience in the diagnosis of the condition(s) for which the accommodation is being requested. For those candidates who received special accommodations during their post-secondary education, documentation from that institution in lieu of the above professional(s) is acceptable. The copy of educational accommodation must be on institutional letterhead and signed by an appropriate representative of Student Support Services/Access Office of the institution. All documentation must be current and dated within five years of application to write the Registration Examination.

Please note that the examination administrator and hosting authority provide special accommodations based on OHRC guidelines; however, requests may be denied for the following reasons:

- No request was received at the time of indicating intention to write the Registration Examination, leaving insufficient time for evaluation of the request and any subsequent arrangements required by the examination hosting authority.
- No official documentation confirming a disability or impairment was provided.
- Official documentation did not include the type of accommodation required.
- Official documentation was not current (older than five years).
- The accommodation posed a reasonable risk to the integrity of the Registration Examination (e.g. an unfair advantage would occur, the test would not be able to achieve its testing purpose, the confidentiality of the test items could be negatively affected).