

## Accessibility / Accommodations for the Registration Examination

### Basic Principles

An accessibility issue or accommodation need, based on disability<sup>1</sup> (whether temporary, transient, 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 accessibility and reasonable accommodations for the Registration Examination (also known as the Canadian Professional Standard for Counselling and Psychotherapy (CPSCP): Entry to Practice Competency Assessment) 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\*

\*Formal accommodation request is not required, but you must inform CRPO of your need for access to medication, glucose meter, food, and/or beverage by the deadline used to confirm your intent to write the exam. Proctor must be advised prior to examination start to retain medication and glucose meter at computer terminal. While access to food and beverages is not permissible near computer terminals, you may exit and re-enter exam room as needed to gain access.

### 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 5 hours) with personal breaks
- Separate room
- Service animal
- Reader aide
- Mobility aide

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<sup>1</sup> The term "disability" is taken from the *Ontario Accessibility Act* (2005). For the purposes of the Registration Examination, "disability" refers to any condition, diagnosis, or injury that impedes a candidate's ability to approach the examination in a manner equal to those of peers without such an impediment.

## **Applying for Accessibility / Accommodation**

1. Fill out the Accessibility / Accommodation form found on the last page of this document.
2. Gather appropriate supporting documentation. All documentation must be current within five years of application to write the Registration Examination. All documentation must be specific to your accessibility / accommodation request and must include a description of the accessibility / accommodation need. This can either be from:
  - a. a physician, psychologist, psychological associate or other regulated health professional who is familiar with your condition and who has specific training, expertise and experience in the diagnosis of the condition(s) for which the accommodation is being requested OR
  - b. if you received accessibility consideration / accommodation(s) for test writing from the Student Support Services while enrolled in a post-secondary education program, you may use the documentation from that institution. 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.
3. Complete and submit the form to CRPO by the deadline used for candidates to confirm their intent to write the exam.
4. Within two weeks of receipt of a completed application (with documentation), you will receive an email from COMPASS indicating the status of your request. If COMPASS requests additional information, please reply at your earliest convenience. If no further information is required, the email from COMPASS will indicate the specifics of which accessibility / accommodation need(s) have been approved. Review the form and reply to the email, indicating your awareness of the approved accessibility / accommodation plans.

## **Evaluation of Accommodation Requests**

Requests are reviewed individually and confidentially. Accommodations are subject to COMPASS approval. The completed request form and full supporting documentation is required at the time you indicate your intention to write to allow sufficient time for review and coordination of approved requests.

Accessibility / accommodation requests will be denied for the following reasons:

- There was no request received at the time of indicating intention to write the Registration Examination
- There was no official documentation confirming a disability, condition, impairment, or injury
- The individual providing the documentation was not a registered practitioner familiar with the candidate and/or qualified to diagnose the condition(s) for which the accommodation was being requested

- Official documentation did not include the type or specifics of the accessibility / accommodation need required
- Official documentation older than five years
- The requested accommodation posed a reasonable risk to the integrity of the examination (i.e., an unfair advantage would occur; the test would not be able to achieve its testing purpose; the confidentiality of the test items could reasonable be negatively affected)

### Computer-Based Testing Accessibility / Accommodations Request

Please read the preceding important information sheets prior to completing this form. **Please submit this completed form with documentation to CRPO in the Documents tab of your user account and notify CRPO staff.**

Candidate Name: \_\_\_\_\_

Candidate ID#: \_\_\_\_\_

1. Please identify briefly the nature of your condition, diagnosis, injury, or disability; describe its impact on you as a test-taker in a computer-based testing environment.

2. Please specify precisely the accessibility/ accommodation need(s) and/or particular arrangements<sup>2</sup> you will need to complete the Registration Examination.

*I certify that this information is correct. I have attached the required documentation, that is no more than five years old, from a registered professional who is both qualified in diagnosing my condition and familiar with my particular case, or from my post-secondary education program where I received an accessibility accommodation.*

\_\_\_\_\_  
Candidate signature

\_\_\_\_\_  
Date

<sup>2</sup> Specificities of accommodations / accessibility requirements and arrangements include such details as: exact amount of additional time recommended by the qualified professional, the ergonomics of the work station, the certificate of the service animal, the proximity to the proctor for specific assistive hearing technology, etc.