



# ACCOMMODATIONS FOR REGISTERED STUDENTS AND MQE CANDIDATES WITH DISABILITIES

CBV Institute (the “Institute”) is committed to fostering a culture that facilitates the inclusion and integration of Registered Students and MQE Candidates with disabilities into the Institute’s academic environment.

The Institute, either directly or through its service providers, will take reasonable and appropriate steps to reduce or remove barriers to participation which arise when a Registered Student or an MQE Candidate with a disability (herein referred to as an “Applicant”) registers in the Program of Studies or registers to write the Membership Qualification Exam (the “MQE”).

“Disabilities” for the purpose of this policy has the same meaning as under applicable human rights and workplace health and safety legislation and will include a broad range of conditions that may have been present from birth, caused by an accident or developed over time and physical, mental and learning disabilities, mental disorders, hearing or vision disabilities and environmental sensitivities.

This Policy outlines the policy and procedures for Applicants with a disability to request an accommodation and their responsibilities when requesting and receiving accommodation.

## PROCESS

1. Applicants shall notify the Institute of the need for academic accommodation by written request to the Director of Education outlining the nature of the academic accommodation required. This request shall be submitted by the pre-established deadlines for each term in the Program of Studies and the MQE, as the case may be.
2. Applicants shall provide appropriate documentation to the Institute from a regulated health care professional. Applicants have a responsibility to provide sufficient information about their requested accommodation needs in order to facilitate the requested accommodation, including specifically that the disability exists. The Applicant may voluntarily provide more detailed information about their disability, including a specific diagnosis. A regulated health care professional is a professional who is licensed to provide a diagnosis or comprehensively assess and manage the disability or health condition in the course of providing health care services.

Requests for further information and/or supporting documentation may be made by the Institute to assess the Applicant’s needs in order to make an appropriate academic accommodation. In these cases, the Institute will request the information directly from the Applicant. The Applicant’s delay in responding to the request may result in a delay in the provision of accommodation. Requests for information and/or supporting documentation may be used to determine:

- a) that the Applicant has a disability (without necessarily disclosing the medical diagnosis);
- b) the functional limitations or needs associated with the disability;
- c) whether the Applicant can perform the academic requirements, with or without academic accommodation; and
- d) the type of academic accommodation(s) that may be needed to allow the Applicant to fulfill their academic requirements.

The Institute shall be entitled to request confidential medical information. Where more information about the Applicant's disability is requested, the Institute shall endeavor to respect the Applicant's privacy while still providing the Institute enough information to make an informed decision about the academic accommodation.

3. Applicants who incur injuries or illnesses requiring academic accommodation after the deadline noted in point (1) will be considered to the extent that time and the availability of suitable arrangements allow.
4. The Director of Education shall review the request and may consult with the President & CEO, and shall report the decision to the Applicant in writing. If the request is approved, appropriate arrangements will be made for academic accommodation at the cost of the Institute. All deliberations of the Director of Education and President & CEO shall be confidential. Any documents provided by the Applicant to the Institute shall be retained by the Institute for such time as the Applicant is a Registered Student or Member, and such other period of time as the Director of Education considers necessary.
5. Academic accommodations may be granted on a permanent or temporary basis. All requests for academic accommodations shall be assessed on a case-by-case basis.

## **GUIDELINES**

Accommodations granted are strictly confidential. Applicants shall not disclose the accommodation granted to them to anyone.

Whenever possible, the usual procedures for course examinations and the MQE shall be followed.

Academic accommodations are to provide reasonable equal access to learning and examinations. They do not guarantee a level of achievement, nor should they interfere with the Institute's ability to appropriately assess the articulated learning outcomes of the Program of Studies or the MQE.

An academic accommodation is a shared responsibility between the Institute and the Applicant. It is a collaborative process requiring engagement and participation of the Institute and the Applicant.

When assessing an academic accommodation, the Institute shall be entitled to consider the cost, outside sources of funding, and health and safety requirements.

Types of academic accommodation which may be granted by the Institute include but are not limited to:

- For course examinations and the MQE:
  - Extended time to complete examinations.
  - When possible, examinations in alternate formats (e.g., audio files).
  - Supervised breaks.
- For the MQE (*note – the following accommodations do not apply for course examinations, as course examinations are administered online and offsite at a location of the Applicant's choosing*):
  - Special facilities, separate from other writers at the MQE examination center.
  - Adjustments to lighting and ventilation.
  - Special seating, wheel chair compatible table.
  - Use of special equipment, such as assistive devices or auxiliary aids.

Board of Directors  
**February 27, 2020**