



ACCOMMODATION POLICY FOR REGISTERED STUDENTS AND MQE CANDIDATES

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”).

“Disability” 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 include but are not limited to 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. This Policy also outlines the procedures for Institute employees who may receive requests for accommodation.

PROCESS

1. An Applicant shall notify the Institute of a current need for academic accommodation by completing and providing the Accommodation Request Form (attached at Schedule “A” to this Policy) to the Director of Education outlining the nature and extent of the academic accommodation requested. This request and its enclosures must be (i) completed in its entirety by a regulated health care provider who is treating the Applicant and located in the same country where the Applicant resides; and (ii) be submitted not less than forty-five (45) days prior to any applicable examination, or at the time of registration if less than forty-five (45) days from such an examination (the “Accommodation Deadline”).
 - A “regulated health care provider” is a professional who is a member in good standing of the applicable regulatory body that governs and sets standards for their profession.
 - In the event that an Accommodation Request Form is not fully completed, it will not be accepted or considered by the Institute. It is the Applicant’s responsibility to ensure that their regulated health care provider properly completes the requisite paperwork completely.

2. An Applicant shall provide the Accommodation Request Form to the Director of Education to the following email address: education@cbvinstitute.com with the subject heading "Confidential Accommodation Request". It is the Applicant's responsibility to provide sufficient information about their requested accommodation needs alongside the Accommodation Request Form in order to facilitate the requested accommodation.
3. Requests for further information and/or supporting documentation may be made by the Institute to assess the Applicant's needs in order to provide appropriate academic accommodation. In these cases, the Institute will request the information directly from the Applicant. The Applicant is not required to provide this additional information; however, the Applicant's delay or failure to respond to the request may result in a delay or inability to provide accommodation. Requests for information and/or supporting documentation may be used to determine:
 - a) whether the Applicant can perform the academic requirements, with or without academic accommodation; and
 - b) the type of academic accommodation(s) that may be needed to allow the Applicant to fulfill their academic requirements.

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.

The Institute will not consider additional documentation that is received within fifteen (15) days of the examination, save and except in exceptional circumstances.

4. In the event of an injury or illness requiring academic accommodation beyond the Accommodation Deadline, Applicants should notify education@cbvinstitute.com as soon as is reasonably practicable, along with providing the appropriate Accommodation Request Form and documentation as required under the Policy. For clarity, no academic accommodations will be provided for requests made after the Accommodation Deadline of a course examination or the MQE, as the case may be, unless an injury or illness occurred during that period of time. Such requests which will be reviewed on a case by case basis.
5. The Director of Education or their delegate shall review all Accommodation Request Forms and may consult with the President & CEO as necessary. The Director of Education, or their delegate, shall report the ultimate accommodation decision to the Applicant in writing. If the request is approved, appropriate arrangements will be made for academic accommodation. All deliberations of the Director of Education and President & CEO shall be confidential. Any documents, including the Accommodation Request Form, provided by an 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 deems reasonably necessary or as otherwise required or permitted by law.
6. The Institute reserves the right to approve or deny any accommodation request based on its reasonable assessment of the available information. Academic accommodations may be granted on an extended (upwards of three (3) years) or temporary basis. All requests for academic accommodations shall be assessed on a case-by-case basis. The Institute shall reserve the right to reassess any existing approved academic accommodations every term, and

request additional information as required. Applicants will be notified in writing by the Director of Education, or its delegate, of any change to their existing accommodations.

GUIDELINES

1. Requests made for academic accommodation which fall outside of the procedures outlined above will not be considered.
2. The nature of a granted accommodation, and the Applicant to whom the accommodation is granted, are strictly confidential. Applicants shall not disclose the accommodation granted to them to anyone.
3. Academic accommodations can only be assessed and decided by the Director of Education, in consultation with the Institute's President and CEO, if required.
4. Institute employees shall keep all accommodation requests and supporting documentation confidential and shall not disclose the contents to anyone except as may be permitted under this Policy, to protect or enforce the Institute's legal rights, or as permitted by law. Applicant medical information and requests for accommodations will only be used or disclosed in accordance with purposes consistent with this Policy or as otherwise required or permitted by law.
5. By submitting a request for academic accommodations (including the provision of medical documentation and/or other personal information and the Accommodation Request Form), the Applicant expressly consents to the Institute's use of their personal information for the purposes of the Policy as set out herein.
6. Whenever possible, the usual procedures for course examinations and the MQE shall be followed.
7. 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.
8. The Institute reserves the right to deny an accommodation if it compromises the integrity (i.e., reliability and/or fairness) of the examination process. For example, a request to write an exam on a date and/or time other than that established by the Institute.
9. 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.
10. When assessing an academic accommodation, the Institute shall be entitled to consider the cost, outside sources of funding, and health and safety requirements. Moreover, any accommodation provided should not modify the nature and level of qualification assessed.
11. Applicants are requested not to submit:

- a. Protected documents, self-reports, or research articles;
 - b. Documentation in language other than English or French; or
 - c. General letters from a regulated health care professional in place of the completed Accommodation Request Form.
12. CBV Institute recognizes that each individual's condition and situation is unique. Accommodation requests are assessed on a case-by-case basis to ensure equal opportunity for individuals to fully demonstrate their qualifications without altering the nature or level of the qualification being assessed. The Institute considers each case after carefully reviewing the submitted documentation; however, submitting a request does not guarantee receiving an accommodation.

Board of Directors
February 27, 2025