

ACCOMMODATION OF APPLICANTS AND MEMBERS WITH PHYSICAL AND MENTAL DISABILITIES POLICY

Application and Purpose:

CPA Nova Scotia will make reasonable efforts to accommodate applicants seeking membership and members seeking renewals with special needs throughout the Registration Processes.

Policy:

CPA Nova Scotia will accept requests for accommodations. Requests for accommodations are to be made to the Registrar (in writing) at registrations@cpans.ca. A request for an accommodation must include:

- the nature of the disability,
- the type of accommodation being requested, and
- where available, a description of what accommodations the applicant has received in the past.

Depending on the nature of the disability and the type of accommodation being requested, the Registrar may request that the applicant provide additional evidence to support their request. Such additional evidence may include, but is not limited to, a formal medical diagnosis, or documentation from a health practitioner explaining the need for the accommodation being requested.

The Registrar is not required to provide the applicant with their preferred type of accommodation. In cases where the applicant's specific request cannot be accommodated, the Registrar will work with the applicant to determine a reasonable accommodation that will enable the applicant to overcome the discriminatory effect of the application process. For clarify, if the requester and CPA Nova Scotia cannot agree on what type of accommodation is appropriate, the Registrar will make a determination as to what accommodation, if any, is to be provided.

Examples of accommodations that can be made include, but are not limited to:

- assistance in completing application forms with translation assistance (e.g. reader, recorder, interpreter for the hearing impaired, voice-output software)
- methods of communication that differ from CPA Nova Scotia's regular process

Examples of accommodations that can be made for CPA Nova Scotia's build for purpose reciprocity or entrance exams under a Mutual Recognition Agreement and or Reciprocal Membership Agreement, are included, but are not limited to:

- alternative times/locations for reciprocity exams, entrance exams (within Nova Scotia)
- translation assistance (e.g. reader, recorder, interpreter for the hearing impaired, voice-output software),
- modification of test material (e.g. large font, coloured paper, computerized),

The Registrar may decline to provide any accommodation when doing so would circumvent a bona fide occupational requirement.

Notes related to the accommodation request are kept separate from other file materials in order to avoid inappropriate disclosure of personal health information.