



# Nova Scotia College of Audiologists and Speech-Language Pathologists

## Accommodation Practices for Applicants with Physical or Mental Disabilities

The Nova Scotia College of Audiologists and Speech-Language Pathologists (NSCASLP) will make reasonable efforts to accommodate applicants with a disability.

### Definitions

*Person with a Disability:* An individual with a disability is a person with a physical or mental impairment that limits one or more major life activities that the average person in the general population can perform.

*Reasonable Accommodation:* Reasonable accommodation is defined as a modification or adjustment to the application process or the environment that enables a qualified applicant with a disability to be considered for certification/registration/licensure that will not:

- cause “undue hardship” to the application or examination, or other applicable assessment and registration processes,
- bypass occupational requirements, or
- compromise accepted safety standards of the profession.

*Qualified Applicant:* Qualified applicants with a disability is defined as one who possesses the required skills, education, experience and training for a position, and who can, with reasonable accommodation, perform the essential functions of the position the individual desires or holds.

### Request for Accommodation

- Requests for accommodations are to be made to the Registrar in writing. 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.

### Types of Accommodation

- 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.
- If the requester and the Registrar cannot agree on what type of accommodation is appropriate, the NSCASLP 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,
  - methods of communication that differ from the NSCASLP's regular process,
  - alternate times/locations for in-person meetings/interviews/hearings.
- Speech-Language Audiology Canada (SAC) administers the Canadian Entry to Practice Examination on behalf of the NSCASLP and other regulators across Canada. Requests for accommodations are handled by SAC. The link to information about and directions for examination accommodations can be found at:
  - <https://www.sac-oac.ca/writing-cetp-exams-audslp#Accommodations>
- The Registrar may decline to provide any accommodation when doing so would circumvent a *bona fide* occupational requirement or professional safety standard.
- Notes related to the accommodation request are kept separate from other file materials in order to avoid inappropriate disclosure of personal health information.