



Accommodation of Applicants with Physical or Mental Disabilities

Policy # R-04.0	Approved September 2020	Authority Board of Directors	Responsibility <ul style="list-style-type: none"> • Registrar • Registration Committee
Related Policy & Procedures	Revised M/Y	Supporting Legislation/Regulation/By-Laws <ul style="list-style-type: none"> • <i>FRPA</i> 16(3)(h) 	

Policy

The NSCCT is committed to ensuring an equitable Application process, including for those with physical or mental challenges. To facilitate licensure, the NSCCT will make all reasonable efforts to accommodate Applicants who require additional supports in the process.

Request for Accommodation

All requests for accommodations are to be made in writing to the Registrar, and must include:

- The nature of the disability;
- The type of accommodation being requested;
- Where available, a description of 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 the Applicant provide additional evidence to support their request. Such 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.

All documentation and notes related to the accommodation request will be kept separate from other file materials in order to avoid inappropriate disclosure of personal health information.

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 met, 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 Applicant and the College cannot agree on what type of accommodation is appropriate in a particular case, the Registrar will make a determination as to what accommodation, if any, is to be provided. The Registrar may decline to provide any accommodation when doing so would circumvent a *bona fide* occupational requirement.

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 College's regular process;
- Alternate times/locations for in-person meetings, interviews, hearings, etc.

Examples of accommodations that can be made in cases where the College requires the Applicant to take an examination:

- Additional time;
- Alternative times or locations for the examination;
- Transmission assistance (e.g., reader, recorder, ASL interpreter, voice-output software, etc);
- Modification of test material (e.g., large font, coloured paper, computerize format, etc).

Note: Applicants requiring accommodation to participate in the application process are encouraged to contact the NSCCT directly for assistance with the process.

Purpose

To better serve all Nova Scotians by expanding the diversity of available Counselling Therapists.

To promote fairness and equity within the College by mitigating barriers to licensure for Applicants with physical or mental challenges in need of accommodation in the registration process.

To provide Applicants with information about the process of requesting available accommodations.