

## Policies and Procedures

<b>DATE APPROVED:</b> February 2021	<b>CATEGORY:</b> Registration
<b>DATE FOR REVIEW:</b> April 2021	<b>AUTHORITY:</b> Denturist Act

<b>POLICY TITLE:</b> Accommodation of Applicants with Disabilities
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**INTENT:** The Denturist Licensing Board will make reasonable efforts to accommodate applicants with a disability.

### **Person with a Disability:**

An applicant 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 registration that will not:

- cause “undue hardship” to the application of examination process;
- bypass occupational requirements, or
- compromise accepted safety standards of the profession

### **Qualified Applicant:**

A qualified applicant 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.

### **Types of Accommodation:**

If the applicant and the Registrar 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 accommodation that can be made include, but are not limited to:

- assistance in completing application forms;
- methods of communication that differ from the Denturist Licensing Board’s regular process;
- alternate times/location for in-person meetings/interviews/hearings

Examples of accommodations that can be made for the Denturist Licensing Board's examinations include, but are not limited to:

- additional time;
- alternative times/location for the examination;
- translation assistance (e.g., reader, recorder, interpreter for the hearing impaired, voice-output software);
- modification of test material (e.g., large font, colored paper, computerized)

### **Requests for Accommodation**

Requests for accommodation on Denturist Licensing Board applications or examinations are to be made to the Registrar in writing or by email. A request for an accommodation must include:

- the nature of the disability;
- the type of accommodation being requested;
- where available, description of what accommodation(s) the applicant has received in the past

Depending on the nature the disability and the type of accommodation being requested, the Registrar may request that the applicant provide additional evidence to support their request.

If requested, applicants must provide the following documentation in support of their request:

1. A detailed letter outlining the type of accommodation(s) required.
2. Current\*\* medical verifiable documentation from a qualified medical professional (e.g., physician, psychologist, rehabilitation counsellor or other professional) that explains the specific need for the accommodation(s) and why they are required.
3. A letter from the applicant's educational institution that verifies that an accommodation was provided during the applicant's academic studies, if applicable.

\*\*Current means medical documentation that was completed within the last six months for psychiatric disabilities or the last three years for learning disability, and all other disabilities or impairments even if they are permanent or chronic in nature.

The Registrar will assess such requests on an individualized basis and will make reasonable efforts to accommodate applicants with special needs, including those with physical or mental disabilities or medical conditions provided that the accommodation does not result in undue hardship.

### **Statement 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.

The Denturist Licensing Board has a responsibility to work together in good faith with the applicant to reach reasonable accommodations(s) in the circumstance. The Denturist Licensing Board will

respect the individual applicant's right to privacy and confidentiality, including their medical history and documents, while fulfilling the duty to accommodate.