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| Intent/Purpose | To provide a policy governing the handling of exam accommodation requests for examinations administered or authorized by the College of Naturopaths of Ontario (the College). | |
| Definitions | Act | Means the <i>Naturopathy Act, 2007</i> . |
| | Applicant | Means an individual who has made a formal application to the College for a certificate of registration. |
| | Biomedical Examination | Means a Council approved registration examination in the biomedical sciences which tests candidate knowledge of body systems and their interactions, body functions, dysfunctions and disease states, required to be eligible for registration with the College to practise naturopathy in the province of Ontario. |
| | By-laws | Means the by-laws of the College approved by the Council under the authority of section 94 of the Code. |
| | Candidate | Means any person who has submitted an examination application or is engaged in any examination or appeal, which leads to the recording and/or issue of a mark, grade or statement of result or performance by the College. |
| | Certificate of Registration | Means a document issued by the College, in the General class, emergency class or Inactive class, which demonstrates to the public that the holder is a registrant of the College, registered in the class set out on the certificate and identifies whether there are any terms, conditions or limitations (TCLs) placed on the certificate. |
| | Chief Executive Officer (CEO) | Means the individual appointed by the Council of the College pursuant to section 9(2) of the Code which is Schedule II of the RHPA and who performs the duties assigned to the position of Registrar under the RHPA, the Code, the Act and the regulations made thereunder. |
| | Clinical (Practical) Examinations | Means Council approved clinical practical examinations in Physical Examination/Instrumentation, Acupuncture and Manipulation, required to be eligible for registration with the College to practise naturopathy in the province of Ontario. |
| | Clinical Sciences Examination | Means a Council approved examination in the clinical sciences which tests a candidate's knowledge of necessary naturopathic competencies for the treatment of patients, required to be eligible for registration with the College to practise naturopathy in the province of Ontario. |
| | Code | Means the Health Professions Procedural Code, which is schedule 2 to the RHPA. |

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| Council | Means the Council of the College as established pursuant to section 6 of the Act. |
| Deferral | Means a granted postponement of a candidate's attempt at one or more examinations. |
| Deputy CEO, RCS | Means the Deputy Chief Executive Officer, Registrant and Corporate Services. |
| Disability | Means that as defined in section 10(1) of the OHRC. |
| Examination Accommodation | Means an adjustment to testing conditions, examination requirements or examination scheduling to address a candidate's current needs arising from a disability, a religious requirement, a pregnancy or breastfeeding related need as outlined in this policy. |
| Examination Materials | Means examination documents in any medium submitted or used by College staff, exam proctors, examiners or agents of the College for scoring or grading purposes. |
| Examinations | Means the Biomedical Examination, the Clinical (Practical) Examinations, the Clinical Sciences Examination, the Jurisprudence Examination, the IVIT Examination and the Prescribing and Therapeutics Examination. |
| Functional Limitation | Means restrictions in an individual's functioning that hinder the ability to perform tasks or activities. |
| Intravenous Infusion Therapy (IVIT) Examination | Means a three-part examination approved by the Council of the College that includes written, calculation and demonstration components which test a registrant's competencies to perform IVIT safely, competently and ethically. |
| Jurisprudence Examination | Means a Council approved Jurisprudence learning module, required to be eligible for registration with the College to practise naturopathy in the province of Ontario. |
| OHRC | Means the Ontario Human Rights Code, R.S.O. 1990. |
| Prescribing & Therapeutics Examination | Means a two-part examination approved by the Council of the College that includes both written and oral components which tests a registrant's competency to compound, dispense, sell, administer by injection or inhalation those drugs tabled in the General Regulation and engage in therapeutic prescribing. |
| Registrant | Means an individual as defined in section 1(1) of the Code. |
| Registration Committee | Means the statutory committee of the College responsible for all registration matters referred to it by the CEO. Panels of this statutory committee are responsible for setting plans of exam remediation and all registration matters as set out in the Code. |


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| Registration Regulation | Means Ontario Regulation 84/14. |
| Regulated Health Professional | Means a member of a Canadian self-governing health profession as established pursuant to Schedule I of the RHPA or equivalent provincial legislation outside of Ontario. |
| RHPA | Means the <i>Regulated Health Professions Act, 1991</i> , S.O. 1991, c. 18. |
| Supporting Documentation | Means official records provided by a court, tribunal, educational institution, licensing or regulating body, other government sanctioned organization, religious leader, or Regulated Health Professional qualified to make an assessment, which provides details surrounding the outcome of an event or the need for accommodation. |
| Undue Hardship | Means the point at which granting an accommodation would impose an unreasonable cost to the College or create a health and safety concern. |

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| General | Guiding Legislation | All aspects of this policy will be managed in accordance with the RHPA, the Act, the Registration Regulation, the OHRC, and the College's Examinations Policy. |
| | Fundamental Principles | <p>The College manages the receipt and review of requests for exam accommodation(s) in accordance with the following fundamental principles:</p> <ol style="list-style-type: none"> 1. Accommodation requests received from any candidate, in accordance with this policy, will be considered within the framework of the OHRC to ensure the candidate is provided with a fair and equal opportunity to sit examinations. 2. Accommodation requests will be considered on an individual basis and provided in a manner that reflects the nature and extent of the identified need, while respecting the dignity and independence of the candidate. 3. The College's duty to accommodate a substantiated need for accommodation is limited only by undue hardship. |
| | Confidentiality | Health information disclosed to the College for the purposes of seeking exam accommodation(s) is kept confidential in accordance with s. 36 of the Code. |
| | Use of Information | <p>Use of disclosed accommodation information by the College is limited to the following:</p> <ul style="list-style-type: none"> • Assessment of requests for exam accommodation by the CEO or their designate. • Consideration of applications for initial registration with the College under subsection 3(4) of the Registration |

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Regulation by the CEO and a panel of the Registration Committee.

- Consideration of capacity to practise naturopathy as a registered naturopathic doctor by the CEO and a panel of the Inquiries, Complaints and Reports Committee.

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| Accommodations | Requests | To ensure candidates are provided fair and equal opportunity to sit a College examination, accommodation requests received from any candidate will be considered within the framework set out by the OHRC. |
| | Decision-maker | Through this policy, the CEO delegates all decision-making relating to examination accommodation requests to the Deputy CEO, RCS. |
| | Request Fees | Each request for accommodation requires payment of the Accommodation Request Fee, as set out in Schedule 3 to the by-laws. This fee must be received by the accommodation request deadline for the examination session for which accommodation is being sought. Failure to receive payment by this deadline will render the request incomplete and will require the submission of a new request. Candidates are responsible for any fees associated with obtaining documentation to support their request. |
| | Timeframe for Request to the College | Requests for accommodation must be received no later than 30 calendar days prior to the registration deadline for the exam session where accommodation is being sought. Requests received after this period cannot be considered; however, candidates may apply for a deferral of the entire examination under the College's Examinations Policy. |
| | Accommodation Requests for Multiple Examinations | To streamline the accommodations request and review process for candidates requiring accommodation(s) for multiple College examinations, candidates may submit one request, with supporting documentation, prior to their first sitting of a College examination, setting out all required accommodations for each of the examinations where accommodation is being sought. In instances where a candidate's ongoing need for accommodation exceeds their supporting documentation's window of validity, or where new accommodation needs have arisen, candidates will be required to submit a new accommodation request with fee and supporting documentation, in accordance with this policy. |
| | Form of Accommodation Request | Requests for accommodation must be submitted on the College's Exam Accommodation Request form, which requires the following information from the candidate. <ul style="list-style-type: none"> • The reason for the request, i.e., the type of accommodation • Specific details about the required accommodation(s) |


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- The candidate's written authorization for the College to contact the provider of any supporting documentation.

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| Supporting Documentation | General Requirements | At point of submission, supporting documentation must provide the anticipated length of time that the candidate will require accommodation(s) based on the supporting documentation provider's assessment. |
| | Window of Validity | The window of validity for supporting documentation will be informed by information provided within supporting documentation specific to the anticipated length of time that accommodation is needed. Candidates will be advised of their supporting documentation's window of validity as part of the decision on their accommodation request. |
| | Disability Accommodation – Additional Documentation Requirements | <p>In addition to the general requirements, documentation supporting a candidate's accommodation request due to a disability must:</p> <ul style="list-style-type: none"> • Be provided by a Regulated Health Professional who: <ul style="list-style-type: none"> • has or has had a practitioner/patient relationship with the candidate, • has performed an assessment of the disability, and • Is qualified and authorized, within their regulated scope of practise, to assess and/or diagnose such disabilities. • Be provided on the Health Professional Recommendation form which provides the title, professional credentials and relevant qualifications of the Regulated Health Professional who has made the assessment. • Provides information regarding: <ul style="list-style-type: none"> • the candidate's functional limitations as they relate to the candidate's accommodation needs. • the accommodation(s) being recommended; and • how the recommended accommodation(s) assist(s) in mitigating the candidate's functional limitations. • Candidates seeking additional writing time to complete an examination due to a cognitive disability must also provide a recent (i.e., completed or updated no more than 5 years from the date of the accommodation request) psychological or psycho-educational assessment report. |
| | Religious Accommodation – Additional Documentation Requirements | <p>In addition to the general requirements, documentation supporting a candidate's accommodation request due to religious requirements must:</p> <ul style="list-style-type: none"> • be provided by the candidate's religious leader • provide information regarding how the requested accommodation relates to the candidate's religious requirements, and • provide information regarding the religious holiday if the request is for an alternate examination date due to religious |

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observance.

Pregnancy Related Accommodation – Additional Documentation Requirements

In addition to the general requirements, documentation supporting a candidate's accommodation request due to a pregnancy-related condition or issue must:

- Be provided by a Regulated Health Professional who:
 - has or has had a patient/practitioner relationship with the candidate, and
 - is qualified to assess the pregnancy related condition or issue (i.e., has appropriate training, holds a relevant professional credential or designation, and has the scope of practise, as authorized to that profession).
- Be provided on the Health Professional Recommendation form which provides the title, professional credentials and relevant qualifications of the Regulated Health Professional who has made the assessment.
- Provide information regarding:
 - the candidate's functional limitations as they relate to the candidate's accommodation needs.
 - the accommodation(s) being recommended; and
 - how the recommended accommodation(s) assist(s) in mitigating the candidate's functional limitations.

Breastfeeding Accommodations – Documentation Requirements

While supporting documentation from a Regulated Health Professional is not required, requests for scheduling accommodations to permit a candidate to breastfeed or express breast milk in between examination components will be considered in the context of the overall exam day schedule, feasibility of the request in comparison to the time constraints of each exam component and any health and safety measures in place at the time of exam registration which may restrict the number of individuals permitted onsite during the examination.

Requests must:

- be in writing,
- provide information which addresses the frequency and duration of feedings or expressions, and
- acknowledge and understand that any individual named by the candidate to provide onsite childcare at the exam will be restricted to a designated area, for a specific period and must undergo all screening requirements mandated by the exam facility and/or the College for entry on exam day.


Review of Accommodation Requests

General

The Deputy CEO. RCS will review requests for accommodation on an individual basis and will make a final determination.

In their review, consideration will be given to: whether supporting documentation substantiates the requested accommodation, and whether the granted accommodation(s) will appropriately address

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the needs of the candidate without causing undue hardship. As deemed necessary, further information or documentation may be requested by the Deputy CEO, RCS to make a determination on the accommodation request.

Where a substantiated need for accommodation, arising from a permanent physical disability, prevents a candidate from completing part or all of the physical demonstration components of either the Manipulation or Acupuncture Clinical (Practical) Examinations, and where the candidate signs an Acknowledgement and Undertaking with the CEO agreeing to restrict their practice should they be issued a certificate of registration, the Deputy CEO, RCS may adjust the scoring rubric to exclude those components from the overall examination total for the purposes of determining a pass/fail of the examination.

Notice of Decision Candidates are advised of the decision on their accommodation request within 30 calendar days of the submission date unless the Deputy CEO, RCS do not have all necessary information to effectively evaluate the accommodation request. In such instances the candidate is notified of the additional time needed for a decision to be rendered.

In instances where the particular form of accommodation being requested cannot be granted, the Deputy CEO, RCS will, wherever possible, provide the candidate with terms for an alternate form of accommodation.

Review of Decision of the College If a request for accommodation is denied and the candidate believes the request has not been handled in accordance with this policy, the individual may:

- seek a review of the decision by the CEO by doing so in writing and providing submissions.

Nothing in this policy prevents an individual seeking accommodation from submitting a complaint to the Human Rights Tribunal of Ontario.

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