



EXAMINATION ACCOMMODATIONS

Introduction

This Fact Sheet provides individuals seeking exam accommodations with the College of Naturopaths of Ontario (the College) with additional information on exam accommodation-related processes and requirements.

Exam accommodation requests are handled in accordance with the [Examination Accommodation Policy](#).

Who can submit an exam accommodation request?

Any person who has submitted an examination application may submit an exam accommodation request to the College, and in doing so must adhere to the rules and requirements set out in the [Examination Accommodation Policy](#), [Examination Policy](#) as well as each [Examination Handbook](#) and associated Rules of Conduct. PLAR applicants must also adhere to the rules set out in the [PLAR Program Policy](#) and the [PLAR Applicant Handbook](#).

How do I submit an accommodation request?

To request an exam accommodation, you must pay the Accommodation Request Fee of \$25 (+HST) and complete and submit the [Exam Accommodation Request form](#), along with supporting documentation, to the College at least 30 calendar days before the exam registration deadline. The specific exam accommodation deadline date is noted on each exam's Schedules and Fees page (links below).

[Ontario Biomedical Examination](#) (PLAR stage 2)
[Ontario Clinical Sciences Examination](#) (PLAR stage 3)
[Ontario Clinical \(Practical\) Examination](#)
[Ontario Prescribing and Therapeutics Examination](#)
[Ontario IVIT Examination](#)

Can I request accommodations for multiple exams at the same time?

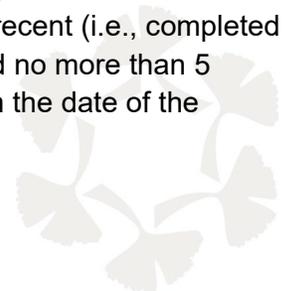
Yes. You may submit one request for accommodation to address your accommodation needs for different examinations; however, your request and supporting documentation must provide specific information regarding required accommodation(s) for each of the examinations where

accommodation is needed.

What supporting documentation am I required to submit with my Accommodation Request form?

If seeking accommodation due to a disability (whether physical, cognitive or psychological), or due to a pregnancy related condition or issue, your request must be accompanied by a [Health Professional Recommendation form](#), completed by a Canadian regulated health care provider who has a doctor-patient relationship with you and is qualified and authorized, within their regulated scope of practise, to assess and/or diagnose such disabilities or pregnancy related issues or conditions. This form will require specific information about your functional limitations in the context of the exam and what accommodations are being recommended to help mitigate these limitations.

If requesting additional time to complete an exam due to a cognitive disability (e.g., learning disability, ADHD, etc.), supporting documentation must include 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.

All supporting documentation must stipulate the anticipated length of time that you will require accommodations based on your supporting documentation provider’s assessment. A formal diagnosis is not required to be communicated to the College.

If seeking a religious accommodation, a letter from your religious leader, submitted to the Exams team at exams@collegeofnaturopaths.on.ca, is required. This letter must explain how the accommodation relate to your religious beliefs, and/or provide details about the religious holiday if you're requesting a different exam date due to religious observances.

If seeking accommodation to nurse or express breast milk during an exam, supporting documentation is not required; however, your Accommodation Request form must provide information which addresses the frequency and duration of feedings or expressions. If seeking to nurse during the exam, you will also be required to acknowledge that any individual named by you who will be providing onsite

childcare at an exam to facilitate your ability to nurse 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.

Can documents from my educational institution(s) be used as supporting documentation?

No. The College requires current documentation specific to the exams to support your accommodation request. Documents related to previous accommodations granted from your school’s academic staff (like advisors or instructors) for support, are not accepted.

How long is my supporting documentation valid for?

The window of validity is informed by information provided (e.g., by your regulated health professional) within your supporting documentation specific to the anticipated length of time that accommodation is needed. For example, a temporary disability, such as a broken arm, where your functional limitations are expected to improve may have a shorter window of validity than a permanent disability.

You’ll be informed of this window of validity when you receive the decision on your accommodation request.

When will I know the outcome of my request?

Accommodation decisions are communicated within 30 calendar days of the College’s receipt of an accommodation request (with supporting documentation), unless more information is needed to review your request. If more time is needed to obtain additional information or clarification on your request and supporting documentation, you’ll be informed of the additional review time needed and the anticipated date for receipt of the College’s decision.

Why was my request for accommodation denied?

In instances where your specific request can’t be granted, the College will try to offer an alternative accommodation whenever possible; however, accommodation requests can be declined for the following reasons:

- Granting the accommodation will cause undue hardship to the College (e.g., unreasonable costs to the College,

concerns about health and safety and risk to the integrity of the exam)

- Insufficient or incomplete documentation was provided to substantiate the need for accommodation.
- The submission was made after the accommodation request deadline had passed.

Can I request a review of my accommodation request decision?

If your accommodation request is denied and you believe it wasn't handled according to the Examination Accommodation Policy, you can request a review by the Chief Executive Office (CEO) by submitting a written request with supporting rationale to exams@collegeofnaturopaths.on.ca.

You may also file a complaint with the Human Rights Tribunal of Ontario.

Is my information kept confidential?

Yes. Any information shared with the College for the purposes of seeking exam accommodations is kept confidential, as required by section 36 of the [Health Professions Procedural Code](#).

How will my accommodation information be used by the College?

Use of your disclosed accommodation information by the College is limited to the following:

- Assessment of your request for exam accommodation by the CEO or their designate.
- Consideration of your application for initial registration with the College under subsection 3(4) of the [Registration Regulation](#) by the CEO and a panel of the Registration Committee.
- Consideration of your capacity to practise naturopathy as a registered naturopathic doctor by the CEO and a panel of the Inquiries, Complaints and Reports Committee.

More information

Additional information about accommodation is available on the College's [Examination Accommodation](#) webpage.

For the College's exam resources, including the Examination Accommodation policy and examination handbooks, please visit [ETP Exams Resources and Policies](#) webpage.

For information on the Ontario Prescribing and Therapeutics Examination, please visit [Ontario Prescribing and Therapeutics Examination](#) webpage.

For information on the Ontario IVIT Examination, please visit [Ontario IVIT Examination](#) webpage.

For information on the PLAR program, please visit [PLAR \(International/Non-accredited Applicants\)](#) webpage.

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