



## COLLEGE OF CHIROPODISTS OF ONTARIO

*Regulating Chiropodists and Podiatrists in Ontario*

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**Policy:** Registration Examination Accommodation

**Date Created:** December 2023

**Review Date:**

**Approved By:** Registration Committee

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### **Preamble:**

The College of Chiropodists of Ontario (the “College”) is committed to fulfilling its mandate of protection of the public. A critical component of the College’s operations in fulfilling its mandate is to ensure that its registration examination, including collectively or individually: the written registration examination, the jurisprudence examination and the OSCE, (collectively, the “Registration Examination”) that applicants applying to become registrants of the College must successfully complete, is rigorous and fairly tests the competency of applicants to practice chiropody. Only applicants who have completed a chiropody program approved by the College’s Council, and who have satisfied other requirements by the College may sit the Registration Examination.

The College is also committed to providing accommodation in accordance with its obligations under the *Human Rights Code*, and to ensuring an inclusive registration process, in which all applicants are treated with respect and dignity. The purpose of this policy is to establish guidelines for the provision of accommodation in both the written and oral components of the Registration Examination.

### **Policy Statement:**

The College will consider requests for accommodation on a case-by-case basis to ensure that applicants requesting accommodation receive a fair and equal chance to demonstrate the required knowledge, skills and abilities for entry to practice, without compromising the exam’s reliability, validity or security, or the College’s public protection mandate. The College will consider all accommodation requests by applicants applying to sit the Registration Examination, where the applicant has complied with the College’s time limits, in accordance with the College’s public protection mandate, and its obligations under the *Human Rights Code* and the *Regulated Health Professions Act*. The College will work cooperatively, and in a spirit of respect, with all parties in the accommodation process. The College reserves the right to deny any accommodation request in consultation with the College’s accommodations expert, including

where there is insufficient supporting documentation , or for which the College is not required to provide accommodation at law.

**Procedure:**

1. Upon applying to sit the Registration Examination, an applicant requesting accommodation in respect of the Registration Examination must submit a written request for accommodation, along with supporting documentation, not less than 60 days in advance of the Registration Examination.
2. Supporting documentation will vary depending on the accommodation that is requested. For requests based on disability, an applicant's supporting documentation must:
  - a. be authored by a qualified health professional;
  - b. be current;
  - c. describe the functional limitation(s) resulting from the applicant's disability;
  - d. specify the accommodation being requested; and
  - e. be signed by the qualified health professional.
3. The College will share the applicant's request for accommodation and supporting documentation confidentially with its external accommodations expert for the purpose of making a determination in respect of the request for accommodation.
4. The College may request further documentation from the applicant in support of the requested accommodation. Any additional supporting documentation must be provided within the time limits set by the College.
5. Where an applicant requests accommodation but does not provide supporting documentation to the College within the time limits set by the College, the College reserves the right to refuse the request for accommodation. Applicants wishing to provide additional supporting documentation but who do not do so within the time limits set by the College, for any reason, may have their accommodation request considered for the next sitting of the Registration Examination.
6. In consultation with its external accommodation expert, the College will determine whether the applicant will be provided with accommodation in respect of the Registration Examination, and if so, the nature of the accommodation that will be provided. The College will promptly advise the applicant of its determination in writing.

**Consent to Disclosure and Confidentiality:**

Any applicant who requests an accommodation in respect of the Registration Examination consents to the College sharing the applicant's request and supporting documentation, including personal information such as medical documentation, with the College's external accommodation expert. Such information will be shared on a confidential basis for the sole purpose of making a determination in respect of the applicant's request for accommodation. Such information will not

be disclosed to persons other than College personnel and the external accommodation expert, except when such disclosure is reasonably necessary for the effective implementation of the accommodation, or where disclosure is required by law.

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**Related Policies:** None

**Review of Policy:** The policy will be reviewed every two years.