

## Policy

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<b>Name:</b>	Accommodations Policy		
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### Background

This policy refers only to accommodation of disability.

#### *Duty to Accommodate*

While services provided by regulatory bodies are designed to be as inclusive as possible, regulators may still need to accommodate the individual needs of some applicants or members. The College is obliged to make its services (including registering applicants) available in a manner that does not discriminate on grounds other than knowledge, skills, and judgment and the legislated requirements for registration. Accommodation includes treating applicants/members with disabilities in a way that respects their dignity and provides them with equality of opportunity, which is to say that they are not discriminated against.

However, once accommodation is in place, and the applicant/member thereby provided with equal opportunity, it is the applicant's responsibility to meet the essential requirements.

## **Policy**

### **General**

1. To ensure all applicants/members for specified college services are given fair opportunity, the College of Kinesiologists will consider all accommodation requests from any applicant/member.
2. Accommodations granted will be made on an individual basis and will depend on the nature and extent of the need.

### **Requests for Accommodations**

3. The applicant must submit a signed letter to the College requesting accommodation of special needs with specific details of the accommodations required.
4. The applicant's request must be accompanied by a detailed report from a regulated and qualified health professional outlining the impairment/condition and the specific accommodations required.
  - a. The name, title, professional credentials and information about the qualified health practitioner must be included on the report.
  - b. The College is committed to protecting the privacy and confidentiality of the applicant's request for accommodation. However, sufficient documentation will be required to be able to evaluate and provide necessary accommodations. The applicant is responsible for providing the College with the necessary information in a timely manner. This information will not be shared or released outside of the College without the written consent of the applicant.
5. All applicants must provide written authorization for the College to contact any qualified health professional that provided a report regarding the accommodation required.

### **Review of Requests**

6. The request for accommodation will be reviewed by a panel of the appropriate statutory committee. The panel may request further documentation.
7. The applicant/member will be advised of the panel's decision within 30 days of the panel meeting date.

### **Undue Hardship**

8. A College's duty to accommodate is limited only by undue hardship i.e. the College is not required to accommodate an applicant if the College determines that the accommodation would cause the College to suffer undue hardship. The Ontario Human Rights Commission specifies three factors to be considered in assessing whether requested accommodation would cause undue hardship – cost, availability of outside sources of funding, and health and safety requirements, i.e. if accommodating an applicant's disability would pose an undue risk to the health and safety of the public.