

**APGNS Policy Regarding Accommodation of Applicants
with Physical and Mental Disabilities**
approved by Council March 2018; update July 2019

FORWARD

The Association of Professional Geoscientists of Nova Scotia (APGNS; Geoscientists Nova Scotia) has developed this policy as a companion document to the **APGNS, Admissions Board Policy and Procedures** and the **Guidelines for Attendance and Procedures at Meetings of the Council of the Association of Professional Geoscientists of Nova Scotia**.

This policy and procedure document is intended as an addendum to the current by-laws of the Association and reflects the currently accepted procedures as well as the by-laws under development for the revised *Geoscience Profession Act* and *Geoscience Practice Regulations*. Where accuracy is critical, please consult the current *Geoscience Profession Act* and the by-laws of the Association.

1. Request for Accommodation

Requests for accommodation must be made in writing to the Registrar. A request for an accommodation must include:

- the nature of the disability;
- the type of accommodation being requested; and
- where available, a description of what accommodations the applicant has received in the past.

Depending on the nature of the disability and the type of accommodation being requested, the Registrar may request that the applicant provide additional evidence to support their request. Such additional evidence may include, but is not limited to, a formal medical diagnosis, or documentation from a health practitioner explaining the need for the accommodation being requested.

2. Types 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 that will enable the applicant to overcome the discriminatory effect of the application process.

If the requester and APGNS cannot agree on what type of accommodation is appropriate in any case, 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 APGNS's regular process; and
- alternate times / locations for in-person meetings / interviews / hearings.

Examples of accommodations that may be made for an applicant who wishes to undertake or has been assigned technical and / or law and ethics or other exams include, but are not limited to:

- additional time to complete the exam;
- alternative times / locations for the exam (e.g. private room, special lighting, etc.);
- translation assistance (e.g. reader, recorder, interpreter for the hearing impaired; voice output software for the visually impaired);
- modification of test materials (e.g. large format font, computer-based testing).

Typically, special accommodation requests are made for medical reasons (e.g., visual disability that requires more time) and, as noted above, approval of the accommodation may require supporting documentation from the applicant. In cases where an approved special accommodation includes extra fees to be charged to APGNS, (e.g., extra room fees, reader or scribe fees, etc.), these additional fees will be the responsibility of the applicant. Special accommodations that are not pre-approved by APGNS will not be implemented during an examination session (e.g., if a candidate comes to an exam centre on exam day requesting extra time, and this special accommodation was not approved and communicated in advance, the accommodation will not be able to be made for the applicant).

The Registrar may decline to provide any accommodation when doing so would circumvent a bona fide requirement for professional registration as defined by the *Geoscience Profession Act* or occupational requirement.

Notes related to the accommodation request are kept separate from other file materials in order to avoid inappropriate disclosure of personal health information.

Appendix:

- Special Accommodations Application Form
- Special Accommodation Documentation