



<b>TYPE</b>	<b>Qualifying Examination</b>
<b>NAME</b>	<b>Qualifying Examination Special Needs Accommodation Policy</b>
<b>DATE APPROVED BY COUNCIL</b>	<b>June 20, 2014</b>

Candidates may request an accommodation for the examination based on medical grounds. All candidates who require an accommodation for Part I- the Multiple-Choice Question (MCQ) examination or Part II- the Objective Structured Clinical Examination (OSCE) must request the accommodation in writing from the Registrar, College of Denturists of Ontario (CDO) outlining the nature of the accommodation requested and providing details surrounding the need for accommodation.

If you have a temporary or permanent physical impairment or any persistent cognitive, psychological, sensory or learning impairment which substantially limits your participation in one or both components of the Qualifying Examination, you may make a request for special needs accommodation. This request must be submitted at the same time as your examination Registration Form. The Registrar will review your request, and may ask for additional information in order to approve or deny it. Confidentiality will be maintained.

**Accommodation Request for An Assistive Device-**If you use assistive devices such as hearing aids or a wheelchair, or any other assistive devices, then you must include this information in your written request for accommodations together with the appropriate documentation (e.g., official, original letter from a qualified medical professional) and Registration Form. Should the need for an assistive device arise after submission of the Registration Form, you must notify the CDO immediately.

**Accommodation Request for A Disability or Impairment-**Your request must clearly outline the nature of your disability or impairment, its severity, and the specific accommodation requested. Your request must be accompanied by an official, original letter (on office stationery) from a qualified medical professional appropriate for evaluating the disability or impairment. The documentation should be completed and signed by a professional familiar with your medical condition.

It is your responsibility to provide acceptable documentation.

Applicants must provide the following documentation in support of their request:

1. A detailed letter outlining the accommodation required and how it relates to one or both Parts of the Qualifying Examination;
2. Current\* medical verifiable documentation from a qualified medical professional (e.g., physician, psychologist, rehabilitation counsellor or other professional) that explains the specific need for the examination accommodations and a rationale as to why these are needed for the Qualifying Examinations;
3. A letter from the applicant's educational institution that verifies that an accommodation was provided during the applicant's academic studies, if applicable.

\*Current means medical documentation that was completed within the last six months for psychiatric disabilities or the last three years for learning disabilities, and all other disabilities or impairments even if they are permanent or chronic in nature.

**Note:** The CDO may request additional medical information or assessments in order to approve the request for accommodation.

The Registrar will assess such requests on an individualized basis and will provide a reasonable accommodation, as appropriate. You will be required to sign an acknowledgement of the accommodation agreement with the CDO, prior to the examination date.

Since arrangements for some accommodations may have significant cost and other resource implications, a candidate who has signed an acknowledgement of the accommodation agreement will be bound by those conditions.

## REVISION CONTROL

Date	Revision	Effective
July 11, 2014		July 11, 2014