



## *Nova Scotia College of Respiratory Therapists*

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<b>Policy Title: Accommodation Policy</b>	
<b>Date Approved: November 25, 2021</b>	<b>Category: Registration</b>
<b>Date of next revision: November 2024</b>	<b>Authority: Fair Registration Practices Act of Nova Scotia S16(3)(g)</b>

### **Policy Statement:**

The Nova Scotia College of Respiratory Therapists (NSCRT) aims to be transparent, objective, impartial and procedurally fair with its registration practices. Where an applicant to the NSCRT has a disability, the College will make a reasonable effort to accommodate the applicant.

This policy outlines the process for accommodation of applicants with a disability.

### **Policy/Procedure:**

#### **Request for Accommodation**

1. Requests for accommodations are to be made to the Registrar (in writing). A request for an accommodation must include:
  - a. The nature of the disability
  - b. The type of accommodation being requested
2. Depending on the nature of the disability and the type of accommodation requested, the Registrar may ask the applicant to 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.

#### **Types of Accommodation**

1. 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.
2. If the requester and the NSCRT 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.
3. Examples of accommodations that can be made include, but are not limited to:

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- a. assistance in completing application forms
  - b. methods of communication that differ from the NSCRT's regular process
  - c. alternate times/locations for in-person meetings/interviews/hearings
4. The Registrar may decline to provide any accommodation when doing so would circumvent a bona fide occupational requirement.
  5. Notes related to the accommodation request are kept separate from other file materials in order to avoid inappropriate disclosure of personal health information.
  6. Health Professionals Testing Canada (HPTC) administers the NSCRT Credentialing Examination. All requests for exam accommodation are at the discretion of the HPTC . The HPTC Accommodations Policy can be located in the CBRC Candidate Manual at [www.hptc.ca](http://www.hptc.ca).