



COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

TITLE: Testing Accommodations for Candidates with an Identified Disability or Special Need

Policy # E7

Date in Effect: February 1, 2012

Date Approved: March 17, 2012

Date Reviewed: October 2, 2014

Policy Type: Board- Registration

Subtype: Registration Exam

POLICY: Reasonable testing accommodations will be provided to any candidate who has an identified disability or special need.

A candidate applying for a testing accommodation must submit a request in writing and the required supporting documentation within the timelines identified by the CRPNM and in accordance with the policies established by Assessment Strategies Inc (ASI) and the Registered Psychiatric Nurses of Canada (RPNC).

A candidate who identifies a disability or a special need that might constitute an obstacle to the safe practice of the profession must provide evidence of fitness to practice as a requirement for initial registration.

APPLICATION OF POLICY:

- 1.1 A candidate requesting a testing accommodation must identify, in writing, the nature of the disability and the accommodation requested for the examination.
- 1.2 A candidate requesting a testing accommodation must provide the documentation identified on ASI's *Testing Accommodations Documentation of Disability- Related Needs Form*. The form is to be completed by a qualified health professional, to certify that a testing accommodation is required. Physicians and psychologists are deemed to be qualified health professionals for this purpose. A professional who provides documentation must provide his or her complete name, professional designation and contact information.
- 1.3 The supporting documentation must include a description of the candidate's condition, a specific diagnosis, and a description of the candidate's functional limitations due to the stated disability. It should include specific recommendations and justification for the testing accommodation. If the report is more than two (2) years old, the health professional must provide written confirmation regarding the current status of the disability.
- 1.4 If the candidate was previously provided accommodations in his or her psychiatric nursing education program, the candidate must provide a record of the accommodations.

- 1.5 The candidate must provide authorization for the CRPNM to contact any health professional or educational representative who provides information on his or her behalf.
- 1.6 If the accommodation is approved, the CRPNM reserves the right to designate the testing location where the accommodation will be offered. This may require that the candidate write the examination at a testing location other than his or her preferred choice.
- 1.7 The approved testing accommodation is only valid for the specific examination session to which the candidate has applied. A new request for an accommodation is required for any subsequent exam sittings, should they be required.
- 1.8 A candidate who accepts the conditions of the accommodation is bound by those conditions.

REFERENCE(S):

Assessment Strategies Inc. (2011). Testing accommodations for candidates with disabilities. *Guidelines for Use by the Provincial/Territorial Regulatory Authorities*. Ottawa, ON, Canada: Author

Medical Council of Canada. (2012). Special Needs and Scheduling Conflicts. Retrieved from website:
http://www.mcc.ca/en/exams/apply/special_needs.shtml

Registered Psychiatric Nurses Regulation (2002, c. 5(1), 6).

The Human Rights Code of Manitoba (2013, c. 9) Retrieved from
<https://web2.gov.mb.ca/laws/statutes/ccsm/h175e.php>