

## Policy Regarding Accommodations

### Purpose:

The purpose of this policy is to set out the process and procedure for granting accommodation in PREP.

### 1. Background

- 1.1. CPLED strives to ensure PREP is easily accessible but is sensitive to the fact that the program may present unintended challenges for some students. In some cases, students may have individual needs that necessitate an accommodation.
- 1.2. CPLED encourages students to identify individual circumstances to permit CPLED to identify students for whom PREP might present unintended challenges.
- 1.3. It is the student's decision as to whether they will provide information.
- 1.4. If a student provides information, it will be kept strictly confidential and used solely for the purposes of considering or providing accommodation.
- 1.5. CPLED will provide a reasonable accommodation, pursuant to any applicable legal requirements<sup>1</sup>, for any student who has given CPLED reasonable notice of and sufficient information supporting grounds for an accommodation.
- 1.6. The granting of an accommodation does not relieve a student of their responsibility to develop the essential competencies expected of all students, meeting all PREP requirements or from attending and participating in all phases of PREP.
- 1.7. The purpose of an accommodation is to preserve fairness for all students.
- 1.8. The granting of an accommodation is dependent on the ability to maintain the integrity, security and standards of PREP.

### 2. Process

- 2.1. A student may request an accommodation at any time during PREP but must submit the request with sufficient time for it to be considered in advance of the operation of any accommodation requested.
- 2.2. A student seeking an accommodation must complete the Accommodation Request form, in the form set out in Schedule "A" and provide supporting evidence for the grounds of the accommodation together with the suggested accommodation to address the grounds for the accommodation.
- 2.3. Upon receipt of the Accommodation Request form, CPLED will review its contents and supporting evidence and may request additional information from the student.

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<sup>1</sup> CPLED acknowledges that the current law requires it to provide an accommodation to the point of "undue hardship".

- 2.4.** Once CPLED has all the information needed to address the student’s request for an accommodation, CPLED will work with the student to develop an accommodation strategy plan.
- 2.5.** In developing the accommodation strategy plan, the following will be considered:
- a.** The grounds for the accommodation;
  - b.** The supporting evidence of the grounds;
  - c.** The suggested accommodation to address the grounds;
  - d.** The phase or phases of PREP for which the accommodation is required;
  - e.** The environmental, instructional and assessment conditions related to the phase or phases of PREP for which the accommodation is required;
  - f.** Such other circumstances as may be appropriate.
- 2.6.** Once the accommodation strategy plan has been completed it will be communicated to CPLED staff, assessors, practice managers, and facilitators to the degree necessary to implement the accommodation strategy plan.



A request for accommodation must be completed and all required documents must be submitted before your application will be considered and must include the following:

- A completed Accommodation Request – Medical Form, for a disability or medical condition
- A recent letter from your law school listing all accommodations received if accommodations were provided.

**I confirm the foregoing is an accurate description of the circumstances giving rise to this request for accommodations.**

Student Signature	Date [YYYY-MM-DD]
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**Information collected from you is kept strictly confidential and is used solely for the purpose of providing you with accommodations. Access to this information is restricted to staff who are working on your behalf and will not be disclosed without your written consent.**

**CPLED cannot guarantee that all accommodations requested will be granted.**

**Accommodations requested should not modify the nature or level of the assessment. A portion of the assessment process is working under time constraints and evaluating the applicant's ability to manage time. This will be taken into consideration when granting accommodation requests.**

**For further information regarding accommodations, please see our [Accommodation Policy](#)**

**Decision (Office Use Only)**

Approved without conditions  Approved with conditions  Denied

Conditions, if any:	Reasons for Decision:

Other Comments (attach a separate sheet if required):

CPLED Representative Signature	Date [YYYY-MM-DD]
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## ACCOMMODATION REQUEST – MEDICAL FORM

**This form is meant to assist your licensed health-care professional in providing information the Society requires to make a decision regarding your accommodation request.**

Provide this form to a licensed health-care professional who has the appropriate credentials to diagnose, treat and recommend testing accommodations for individuals with your disability or medical condition. The licensed health-care professional must have treated, diagnosed or had some other professional relationship with you in recent years directly related to your current prognosis.

**Please review Appendix A for descriptions of the PREP phases.**

PART I - Licensed health-care professional's particulars	
Last Name	First Name
Email	Phone
Address	Occupation
Medical professional qualifications	
<p><i>* In this section, please describe your professional qualifications, including any professional licenses you maintain, your area(s) of practice and any specialties, and any experience you have assessing and/or recommending accommodations for test takers.)</i></p> <p>Are you the applicant's current health-care professional? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how long have you been treating the applicant? _____</p> <p>I have reviewed the applicant's completed Request for Accommodation Form. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I have reviewed Appendix A to this form (exam/module descriptions). <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
Part II – Nature of the disability or medical condition	
Prognosis:	
Date [YYYY-MM-DD] of your last treatment or consultation with the applicant	
<p><b>It is important for us to know if the disability is permanent or temporary with regards to requesting information for future accommodation requests.</b></p> <p>Is this a permanent disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, expected date of return to pre-disability status: _____ How will the applicant's ability to participate in PREP be affected by their disability or medical condition?</p>	
Part III – Nature of accommodation	
In this section, please describe any specific accommodation(s) you are recommending, as well as any alternative accommodations that may be considered. Recommendations for specific accommodation(s) must explain how that	

accommodation will negate or mitigate the adverse effect of the candidate's disability while participating in the Bar Admission Course. All recommended accommodations should be as specific as possible and must take into account the format of the specific component or components of the Bar Admission Course for which an accommodation is sought.

- Separate room (*does not mean private room*)
- Computer
- Large font (\_\_\_\_pt)
- Other (*please specify below*)

How will the accommodation negate or mitigate the adverse effects of the applicant's disability or medical condition?

\*We cannot guarantee that all accommodations requested will be granted. Accommodations requested should not modify the nature or level of PREP. A portion of the Capstone is working under time constraints and evaluating the applicant's ability to manage time. This will be taken into consideration when granting accommodation requests.

Medical professional confirmation and signature

**I have reviewed the contents of Appendix A and confirm that the foregoing information I have provided is accurate to the best of my knowledge and expertise.**

Print Name

Date [YYYY-MM-DD]

Signature

## Appendix A

### Description of PREP

PREP consists of four phases:

1. Foundation Modules;
2. Foundation Workshops;
3. Virtual Law Firm; and
4. Capstone.

#### Foundation Modules

The first phase of PREP, the Foundation Modules are online modules that combine self-directed study and interactive assessments with multimedia learning to provide a foundation in all the CPLED competencies. There are 12 modules and 2 multimedia segments. The total number of estimated hours for this phase of PREP is 100 – 110 hours.

Students are required to complete a 30-question multiple choice quiz after each module, which requires a quiz, to confirm they have acquired the requisite level of knowledge in that subject area to move forward to the next module. Students have three attempts to successfully complete the multiple-choice quiz. Students unable to successfully pass the module quiz after three attempts are required to complete a 60-question multiple choice quiz at the end of the Foundation Modules covering the content of all modules.

#### Foundation Workshops

In preparation for the Foundation Workshops students are required to complete a number of written assignments. These assignments require the use of a computer for creation and submission. The estimate time for the prework is 20 hours.

In the Foundation Workshops, students will come together and interact with each other and their facilitators through face-to-face workshops that take place on location or virtually and include role-playing as well as peer assessment. A large portion of the workshops depends on technology for preparing written assignments, recording skills and peer assessment. The total number of estimated hours for this Phase of PREP is 70 hours.

#### Virtual Law Firm

This is the third phase of PREP which takes place online in the learning management system. Students are required to complete a number of tasks on a client file within a set time frame. This requires students to use their computer to access the content, recording skills, prepare and submit assignments and meet online with their Practice Manager. The total number of estimate hours for this phase is 85 hours over a 3-month period.

#### Capstone

This is the final phase of PREP and is the evaluative phase. Here students are assessed in a similar environment to the Virtual Law Firm over a four-day period. They are required to

demonstrate oral and written competencies. There again is substantial use of technology to record oral skills and prepare and submit written submissions. Work is also conducted under time constraints. The total estimated hours for this phase is 30.