

PREP APPLICATION FOR ACCOMMODATION

Applicants submitting this form should ensure they have read and understood [CPLED’s policies](#). This form should be used to request accommodation in PREP. Completed forms with supporting documentation should be submitted before the [deadline](#) to CPLED by email at admin@cpled.ca.

PART A – APPLICANT INFORMATION

Information about yourself and initial details regarding your accommodation request and history.

Identifying Information – Applicant	
Last Name	First Name
Email Address	Phone Number (XXX-XXX-XXXX)
Grounds for Accommodation	
Applicants who experience barriers to participation in PREP because of a characteristic protected under applicable Human Rights legislation are entitled to an accommodation.	
Please indicate the detailed grounds under which you are seeking accommodation.	
Is this a medical or disability-related accommodation?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this a permanent barrier to your participation in the program?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Prior Accommodation	
Have you received accommodation in the past?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certification and Signature – Applicant	
I confirm that I have read and understood the requirements of this form and any relevant CPLED policies. I affirm that all the information and documentation provided in support of this application are accurate and true. I understand that CPLED may request further information and documentation from me in support of my application. For the purposes of verifying authenticity, I authorize CPLED to contact anyone who provided documentation submitted in support of this application, including but not limited to medical documentation.	
Signature	Date (YYYY-MM-DD)

PART B – PROGRAM INFORMATION

PREP has both educational and evaluative components. Depending on the accommodation requested, applicants may not require accommodation for all components of the program. Detailed [program schedules](#) are available for review on our website and include release dates and deadlines for program deliverables.

Exam Accommodations
<p>The Capstone is the final evaluation in PREP and is delivered virtually. There are oral and written competency assessments, and tasks are completed under time constraints over four consecutive eight-hour days.</p>
<p>Do you require accommodation for the Capstone evaluation?</p> <p>Yes</p> <p>No</p> <p>If yes, please specify which of the following tasks require accommodation:</p> <p>Oral assessments</p> <p>Written assessments</p>
<p>Please confirm your requested accommodation for the Capstone evaluation. For example, you may require 1.5x additional time for completion of oral or written assessments, break time during assessments, use of adaptive technology/software, or materials in an alternate format.</p>
Program Accommodations
<p>The Foundation Modules, Foundation Workshops and Virtual Law Firm are the educational phases of PREP and are all delivered virtually. Assessment results in these phases are for learning advancement and are not determinative of success in the program.</p>
<p>Do you require accommodation for the educational phases of PREP?</p> <p>Yes</p> <p>No</p> <p>If yes, please specify in the boxes below where accommodation is requested.</p>
Foundation Modules
<p>Online modules, written assignments, and quizzes. Applicants have approximately three months to complete this phase of the program. Quizzes are the only timed component.</p>
<p>Module quizzes</p>
<p>Please confirm your requested accommodation for the Foundation Modules. For example, you might require 1.5x additional time to complete quizzes.</p>

Foundation Workshops
<p>Written assignments, homework, and virtual group work. This phase of the program is delivered over five consecutive eight-hour days (with pre-work assignments and homework being completed outside of these hours). No components of this phase are timed.</p> <p style="padding-left: 40px;">Written assignments</p>
<p>Please confirm your requested accommodation for the Foundation Workshops. For example, you might require 1.5x additional time for the completion of pre-work assignments.</p>
Virtual Law Firm
<p>Oral and written assignments and virtual meetings. Applicants have approximately three months to complete this phase of the program. No components of this phase are timed.</p> <p style="padding-left: 40px;">Oral assignments Written assignments</p>
<p>Please confirm the requested accommodation for the Virtual Law Firm. For example, you might require 1.5x additional time for the completion of oral and/or written assignments.</p>

PART C – SUPPORTING DOCUMENTATION

Supporting documentation is important to help CPLED staff understand the type of accommodations which will enable an applicant’s full participation in their program.

Supporting Documentation
<p>Are you providing supporting documentation with your application?</p> <p style="padding-left: 40px;">Yes No</p> <p>If yes, check all that apply (and attach them with your submission):</p> <p style="padding-left: 40px;">Information in support of the current need for accommodation. Evidence of past accommodations in school (assignments or exams). Evidence of past or current accommodations at work.</p>
<p>Do you have medical supporting documentation?</p> <p style="padding-left: 40px;">Yes No</p> <p>If yes, please also complete PART D – MEDICAL INFORMATION. If your medical documentation pre-dates this application, you can still submit your application, but we may require the completion of Part D in the future.</p>

PART D – MEDICAL INFORMATION (if applicable)

Only provide this section of the form to your regulated health professional to complete if you are requesting a medical or disability-related accommodation.

Identifying Information – Health Professional	
Last Name	First Name
Email Address	Phone Number (XXX-XXX-XXXX)
Address	Occupation
Qualifications and History	
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.	
Are you the applicant's current regulated health professional?	
Yes	
No	
How long have you been treating the applicant?	
What was the date of your last treatment or consultation with the applicant?	
Disability or Medical Condition Details	
Please confirm the diagnosis and explain how this creates a barrier to the applicant's ability to participate in their program.	
Is this disability or medical condition permanent?	
Yes	
No	
If no, please confirm the expected date of return to prior health status.	

Recommended Accommodation

Have you reviewed Part A and Part B of this form as completed by the applicant?

Yes

No

Please specify in the boxes below where accommodation is required.

Exam Accommodations

The Capstone is the final evaluation in PREP and is delivered virtually. There are oral and written competency assessments, and **tasks are completed under time constraints over four consecutive eight-hour days.**

Is accommodation required for the Capstone evaluation?

Yes

No

If yes, please specify which of the following tasks require accommodation:

Oral assessments

Written assessments

Recommended accommodation for the Capstone evaluation:

Program Accommodations

The Foundation Modules, Foundation Workshops and Virtual Law Firm are the educational phases of PREP and are all delivered virtually. Assessment results in these phases are for learning advancement and are not determinative of success in the program.

Is accommodation required for the educational phases of PREP?

Yes

No

If yes, please confirm your recommendations below.

Foundation Modules

Online modules, written assignments, and quizzes. Applicants have approximately **three months** to complete this phase of the program. Quizzes are the only timed component.

Module quizzes

Recommended accommodation for the Foundation Modules:

Foundation Workshops	
<p>Written assignments, homework, and virtual group work. This phase of the program is delivered over five consecutive eight-hour days (with homework being completed outside of these hours). No components of this phase are timed.</p> <p>Written assignments</p>	
<p>Recommended accommodation for the Foundation Workshops:</p>	
Virtual Law Firm	
<p>Oral and written assignments and virtual meetings. Applicants have approximately three months to complete this phase of the program. No components of this phase are timed.</p> <p>Oral assignments Written assignments</p>	
<p>Recommended accommodation for the Virtual Law Firm:</p>	
Certification and Signature – Health Professional	
<p>I confirm that the foregoing information I have provided is accurate to the best of my knowledge and expertise.</p>	
<p>Signature</p>	<p>Date (YYYY-MM-DD)</p>