

## PREP APPLICATION FOR ACCOMMODATION

Candidates submitting this form should ensure they have read and understood [CPLED's policies](#) and if applicable the [PREP Medical Accommodations guidelines](#) document.

For Capstone Evaluation accommodations, find the accommodation deadlines for your intake on the [Program Schedule](#) page of our website. For accommodations in the educational phases of the program, please submit your request at least two weeks in advance of when you want the accommodation to be implemented. Completed forms with supporting documentation should be submitted **before** the [deadline](#) to CPLED by email at [accommodations@cpled.ca](mailto:accommodations@cpled.ca).

Please note that this form applies to all accommodation related requests for PREP.

### PART A – CANDIDATE INFORMATION

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

Identifying Information – Candidate	
Last Name	First Name
Email Address	Phone Number
CPLED Student ID Number	
Grounds for Accommodation	
Candidates who experience barriers to full participation because of a characteristic protected under applicable Human Rights law are entitled to reasonable accommodation, to the point of undue hardship. CPLED will work with candidates to facilitate accommodation that reduces or eliminates unintended barriers in accordance with CPLED's obligations under applicable Human Rights law.	
Please indicate the detailed grounds on 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 accommodations in the past?

Yes

No

### Certification and Signature Candidate

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

## PART B – PROGRAM INFORMATION

PREP has both educational and evaluative components. Depending on the accommodation requested, candidates 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

The Capstone Evaluation is the final assessment to determine whether a candidate achieves a successful result in PREP.

**The assessment:** The Capstone Evaluation is a standardized exam. This is different than other tasks for which a candidate may have been approved for accommodations such as a non-standardized assessment in university. For example, a university may have approved an accommodation of unlimited time or preferential scheduling, but these accommodations would not be appropriate for a standardized exam. All assessments must be completed by a strict deadline to ensure integrity of the assessment and timely calibration and release of results for that cohort.

**The setting:** The Capstone Evaluation is administered online during five days spread over a set two-week period. In the oral skills week, candidates have two days to complete three scheduled oral skills assignments: a 30-minute (total time) simulated client interview, a 45-minute (total time) negotiation exercise, and a 15-minute (per candidate time) oral advocacy exercise. In the written skills week, candidates have three days to complete six scheduled written assignments in the areas of legal research, writing, drafting, ethics, practice management, and client relationship management. Capstone Evaluation days are scheduled between 9:00 a.m. and 4:00 p.m. in the candidate's local time with one hour of unscheduled break time and 30 minutes of unscheduled reading time.

Are you requesting accommodation for the Capstone Evaluation?

Yes

No

Please confirm the details of your requested accommodation for the Capstone Evaluation. A specific rationale for each requested accommodation must clearly explain the functional limitations that significantly impact your participation in the program and identify how your requested accommodation(s) will reduce or remove specific barriers to participation.

### Program Accommodations

There are three educational phases of PREP: Foundation Modules, Foundation Workshops, and Virtual Law Firm, all of which are delivered virtually. There are progression requirements for each educational phase, but the Capstone Evaluation remains the final assessment to determine whether a candidate achieves a successful result in PREP.

Are you requesting accommodation for the educational phases of PREP?

Yes

No

### Foundation Modules and Workshops

The Foundation Modules consist of 12 online self-directed learning modules that provide PREP candidates with a foundation for all PREP competencies. Candidates' complete activities, quizzes, assignments and reflections throughout the Foundation Modules, as well as prepare for workshops which are interspersed throughout the Foundation Modules period. Candidates have access to all modules when the phase opens along with the recommended order of completion so that candidates can be prepared for workshop activities. If their time permits, candidates can work ahead and complete modules ahead of the workshop schedule.

The Foundation Workshops consist of six skill-building workshops, where the candidate can begin to apply what they learned in the Foundation Modules. The workshops are interspersed throughout the Foundation Modules to provide immediate opportunities to practice base skills in a safe learning environment, connect with peers, and help prepare candidates to manage legal matters in the upcoming phase.

Please confirm the details of your requested accommodation for the Foundation Modules and Workshops. A specific rationale for each requested accommodation must clearly explain the functional limitations that significantly impact your participation in the program and identify how your requested accommodation(s) will reduce or remove specific barriers to participation.

### Virtual Law Firm

The Virtual Law Firm (VLF) is an experiential learning phase where candidates work on simulated client files, applying their knowledge through 13-15 assignments. These assignments cover topics in client interaction, professional practice, and legal skills. This phase consists of written and oral assignments.

Please confirm the details of your requested accommodation for the Virtual Law Firm. A specific rationale for each requested accommodation must clearly explain the functional limitations that significantly impact your participation in the program and identify how your requested accommodation(s) will reduce or remove specific barriers to participation.

## PART C – SUPPORTING DOCUMENTATION

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

### Supporting Documentation

Are you providing supporting documentation with your application?

Yes

No

If yes, check all that apply (and attach them with your submission):

- ☐ Information in support of the current need for accommodation.
- ☐ Evidence of past accommodations in a post-secondary academic setting (i.e., assignments or exams).
- ☐ Evidence of past accommodations on a high-stakes standardized exam (i.e., LSAT, GMAT, etc.)

Do you have medical supporting documentation?

Yes

No

If yes, please also have your medical professional complete **PART D – MEDICAL INFORMATION** which includes an individualized evaluation report from a qualified medical or mental health professional, nurse practitioner, physician assistant, physical therapist, or other wellness professional involved in your ongoing treatment, therapy, or assistance. Before completing Part D, please note the following critical considerations:

- Documentation should be legible, signed, dated, and printed on CPLED's application form or the medical professional's letterhead.
- Documentation should include neutral, unbiased, objective professional assessments beyond restating your diagnosis or symptoms. A specific rationale for each requested accommodation must clearly explain the functional limitations that significantly impact your participation in the program and identify how your requested accommodation(s) will reduce or remove specific barriers to participation.
- Supporting documentation should be as current as possible, but CPLED will review supporting documentation from up to 2 years ago, provided the candidate was an adult at the time the documentation was issued. Older documentation may be considered on a case-by-case basis (for example, if a disability has existed since childhood and the candidate's accommodation needs remain unchanged).
- Computer-generated reports or printouts of medical records are not required and should not be sent.
- Documentation from friends or family members, even if otherwise qualified, will not be accepted.

## PART D – MEDICAL INFORMATION [Completed by Medical Professional]

Documentation must be legible, signed, dated, and printed on CPLED's application form or the medical professional's letterhead. Where possible, we ask that forms be typed.

Identifying Information – Medical Professional	
Last Name	First Name
Email Address	Phone Number
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 candidate's current regulated medical professional?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
How long have you been treating the candidate?	
What was the date of your last treatment or consultation with the candidate?	
Disability or Medical Condition Details	
Please confirm the candidate's disability or medical condition and explain how this creates a barrier to their ability to participate in the 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 candidate?

Yes

No

Has the candidate provided the PREP Medical Accommodations guidelines document for your review?

Yes

No

Please specify in the boxes below where accommodation is recommended.

### Exam Accommodations

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**The assessment:** The Capstone Evaluation is a standardized exam. This is different than other tasks for which a candidate may have been approved for accommodations such as a non-standardized assessment in university. For example, a university may have approved an accommodation of unlimited time or preferential scheduling, but these accommodations would not be appropriate for a standardized exam. All assessments must be completed by a strict deadline to ensure integrity of the assessment and timely calibration and release of results for that cohort.

**The setting:** The Capstone Evaluation is administered online during five days spread over a set two-week period. In the oral skills week, candidates have two days to complete three scheduled oral skills assignments: a 30-minute (total time) simulated client interview, a 45-minute (total time) negotiation exercise, and a 15-minute (per candidate time) oral advocacy exercise. In the written skills week, candidates have three days to complete six scheduled written assignments in the areas of legal research, writing, drafting, ethics, practice management, and client relationship management. Capstone Evaluation days are scheduled between 9:00 a.m. and 4:00 p.m. in the candidate's local time with one hour of unscheduled break time and 30 minutes of unscheduled reading time.

Is accommodation recommended for the Capstone Evaluation?

Yes

No

Please provide an explicit and reasoned recommended accommodation based on an assessment of the needs of this candidate and their ability to participate in the Capstone Evaluation. **Please note that non-specific recommendations such as ‘additional time’ do not provide sufficient detail to support an accommodation request.** A specific rationale for each requested accommodation must clearly explain the functional limitations that significantly impact the Candidate’s participation in the program and identify how the requested accommodation(s) will reduce or remove specific barriers to participation.

### Program Accommodations

There are three educational phases of PREP: Foundation Modules, Foundation Workshops, and Virtual Law Firm, all of which are delivered virtually. There are progression requirements for each educational phase, but the Capstone Evaluation remains the final assessment to determine whether a candidate achieves a successful result in PREP.

Is accommodation recommended for the educational phases of PREP?

Yes

No

If yes, please confirm your recommendations below.

### Foundation Modules and Workshops

The Foundation Modules consist of 12 online self-directed learning modules that provide PREP candidates with a foundation for all PREP competencies. Candidates’ complete activities, quizzes, assignments and reflections throughout the Foundation Modules, as well as prepare for workshops which are interspersed throughout the Foundation Modules period. Candidates have access to all modules when the phase opens along with the recommended order of completion so that candidates can be prepared for workshop activities. If their time permits, candidates can work ahead and complete modules ahead of the workshop schedule.

The Foundation Workshops consist of six skill-building workshops, where the candidate can begin to apply what they learned in the Foundation Modules. The workshops are interspersed throughout the Foundation Modules to provide immediate opportunities to practice base skills in a safe learning environment, connect with peers, and help prepare candidates to manage legal matters in the upcoming phase.

Please provide an explicit and reasoned recommended accommodation based on an assessment of the needs of this candidate and their ability to participate in the Foundation



Modules and Workshops. **Please note that non-specific recommendations such as 'additional time' do not provide sufficient detail to support an accommodation request.** A specific rationale for each requested accommodation must clearly explain the functional limitations that significantly impact the Candidate's participation in the program and identify how the requested accommodation(s) will reduce or remove specific barriers to participation.

#### Virtual Law Firm

The Virtual Law Firm (VLF) is an experiential learning phase where candidates work on simulated client files, applying their knowledge through 13-15 assignments. These assignments cover topics in client interaction, professional practice, and legal skills. This phase consists of written and oral assignments.

Please provide an explicit and reasoned recommended accommodation based on an assessment of the needs of this candidate and their ability to participate in the Virtual Law Firm. **Please note that non-specific recommendations such as 'additional time' do not provide sufficient detail to support an accommodation request.** A specific rationale for each requested accommodation must clearly explain the functional limitations that significantly impact the Candidate's participation in the program and identify how the requested accommodation(s) will reduce or remove specific barriers to participation.

#### Certification and Signature – Medical Professional

I confirm that the foregoing information I have provided is accurate to the best of my knowledge and expertise.

Signature

Date