

## LRW 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 the Legal Research & Writing course. For Legal Research & Writing course accommodations, find the accommodation deadlines for your intake on the [Course Schedule](#) page of our website. 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 to CPLED by email at [accommodations@cpled.ca](mailto:accommodations@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
CPLED Student ID Number	
Grounds for Accommodation	
Applicants 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 applicants 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 under which you are seeking accommodation.	
Is this a medical or disability-related accommodation?  Yes No	
Is this a permanent barrier to your participation in the program?  Yes No	

### Prior Accommodation

Have you received examination accommodations in the past?

Yes

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

## PART B – PROGRAM INFORMATION

The LRW course has multiple completion requirements. Depending on the accommodation requested, applicants may not require accommodation for all components of the program. Detailed [course schedules](#) are available for review on our website and include release dates and deadlines for course deliverables.

Modules and Multiple-choice Assessments
<p>The LRW course is delivered virtually, and consists of two self-directed modules that include required readings, videos and activities. At the conclusion of each module students will complete a multiple choice assessment worth 10% of their final course grade. The two multiple-choice assessments are each completed within a 60-minute time limit and only one attempt will be provided. Students have approximately <b>four weeks</b> to complete the legal research modules and <b>three weeks</b> to complete the legal writing module; this includes reviewing the module content, submitting the associated multiple-choice assessment, and completing the module assignment.</p>
<p>Do you require accommodation for the LRW Modules and/or Multiple-choice Assessments</p> <p>Yes No</p>
<p>Please confirm your requested accommodation for the Modules and Multiple-choice Assessments. A specific rationale for each requested accommodation must clearly explain the functional limitations that significantly impact your participation in the course and identify how your requested accommodation(s) will reduce or remove specific barriers to participation.</p>
Assignments
<p>Each module has an associated comprehensive evaluative assignment — one focused on legal research and the other on legal writing — each worth 40% of the final course grade. The assignments are structured to reflect the types of work that might be expected in a law firm setting, such as drafting memoranda, preparing client correspondence, and conducting legal research. Students have approximately <b>four weeks</b> to complete the legal research modules and <b>three weeks</b> to complete the legal writing module; this includes reviewing the module content, submitting the associated multiple-choice assessment, and completing the module assignment.</p>
<p>Do you require accommodation for the LRW assignments?</p> <p>Yes No</p>
<p>Please confirm your requested accommodation for the assignments. 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.</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>Yes No</p> <p>If yes, check all that apply (and attach them with your submission):</p> <p>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.).</p>
<p>Do you have medical supporting documentation?</p> <p>Yes No</p> <p>If yes, please also have your medical professional complete <b>PART D – MEDICAL INFORMATION</b> 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:</p> <ul style="list-style-type: none"> <li>• Documentation should be legible, signed, dated, and printed on CPLED's application form or the medical professional's letterhead.</li> <li>• 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.</li> <li>• Supporting documentation should be as current as possible, but CPLED will review supporting documentation from up to 2 years ago, provided the applicant 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 applicant's accommodation needs remain unchanged).</li> <li>• Computer-generated reports or printouts of medical records are not required and should not be sent.</li> <li>• Documentation from friends or family members, even if otherwise qualified, will not be accepted.</li> </ul>

## 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 – Health 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 applicant's current regulated health professional?	
<input type="checkbox"/> Yes <input type="checkbox"/> 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 applicant'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?	
<input type="checkbox"/> Yes <input type="checkbox"/> 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.

**Modules and Multiple-choice Assessments:** The LRW course is delivered virtually, and consists of two self-directed modules that include required readings, videos and activities. At the conclusion of each module students will complete a multiple choice assessment worth 10% of their final course grade. The two multiple-choice assessments are each completed within a 60-minute time limit and only one attempt will be provided. Students have approximately **four weeks** to complete the legal research modules and **three weeks** to complete the legal writing module; this includes reviewing the module content, submitting the associated multiple-choice assessment, and completing the module assignment.

Accommodation required for the following:

Online modules  
Multiple-choice Assessments

Please provide an explicit and reasoned recommended accommodation based on an assessment of the needs of this applicant and their ability to participate in the Legal Research & Writing Modules and Multiple-choice Assessments. **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 applicant's participation in the program and identify how the requested accommodation(s) will reduce or remove specific barriers to participation.

**Assignments** – Each module has an associated comprehensive evaluative assignment — one focused on legal research and the other on legal writing — each worth 40% of the final course grade. The assignments are structured to reflect the types of work that might be expected in a law firm setting, such as drafting memoranda, preparing client correspondence, and conducting legal research. Students have approximately **four weeks** to complete the legal research modules and **three weeks** to complete the legal writing module; this includes reviewing the module content, submitting the associated multiple-choice assessment, and completing the module assignment.

Accommodation required for the following:

Assignment 1  
Assignment 2

Please provide an explicit and reasoned recommended accommodation based on an assessment of the needs of this applicant and their ability to participate in the Legal Research & Writing assignments. **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 applicant’s participation in the program and identify how the requested accommodation(s) will reduce or remove specific barriers to participation.

#### Certification and Signature – Health Professional

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

Signature

Date