

# PREP Medical Accommodations Guidelines

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CPLED  
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## Table of Contents

<b>Introduction to Medical Accommodations for PREP .....</b>	<b>3</b>
Non-medical Accommodations .....	3
Legal Research and Writing (LRW) Course Accommodations .....	3
<b>General Information .....</b>	<b>3</b>
Defining Medical Accommodations .....	3
Temporary Conditions .....	4
University vs. Licensure Tests .....	4
Privacy and Confidentiality .....	4
<b>Program Information .....</b>	<b>4</b>
PREP .....	4
Accelerated PREP .....	4
PREP Educational Phases .....	5
Foundation Modules and Workshops .....	5
Virtual Law Firm .....	5
PREP Capstone Evaluation Phase .....	5
<b>Application Procedure .....</b>	<b>6</b>
Application Considerations .....	6
Step-by-Step Checklist to Submit .....	6
<b>Communication with CPLED .....</b>	<b>7</b>

## Introduction to Medical Accommodations for PREP

The Canadian Centre for Professional Legal Education (CPLED) is a non-profit organization that provides candidates with the training they need before being called to the Bars of Alberta, Manitoba, Nova Scotia, and Saskatchewan through the Practice Readiness Education Program (PREP). CPLED is committed to providing access to its programs and services for individuals with documented disabilities and other characteristics protected under applicable human rights legislation. At the same time, CPLED must ensure that the security, integrity, and validity of its assessments or examinations are not compromised.

This document provides information for candidates, evaluators, educators, medical professionals, and others involved in documenting a request for medical accommodations. Candidates requesting an accommodation should share this document with the professional(s) supporting the request so that the request is complete.

Please review these guidelines carefully when you request medical accommodations. If your request is incomplete, it cannot be assessed or approved, and you may not have enough time to revise it before the accommodation deadline. Accommodation deadlines for the Capstone Evaluation are posted on the [Program Schedule](#) page on the CPLED website. For the educational phases, submit your request at least two weeks before you want your accommodation to be implemented.

### Non-medical Accommodations

This document provides information about the medical accommodation process only; non-medical accommodation requests are processed separately.

### Legal Research and Writing (LRW) Course Accommodations

This document provides information about the medical accommodation process for PREP only; LRW accommodation requests are processed separately.

## General Information

### Defining Medical Accommodations

Accommodations are reasonable adaptations for individuals with a documented medical disability or temporary condition. Furthermore accommodations:

- minimize barriers without compromising the validity or integrity of the program;
- do not require CPLED to lower academic or non-academic standards, nor do they relieve candidates of the responsibility to develop essential skills and competencies;
- cannot compromise the fundamental structure of PREP or alter assessments, so they no longer evaluate core competencies and skills;
- are outcome-neutral to ensure fair access but do not guarantee improved performance, a passing result, assessment completion, or any other specific outcome(s); and
- are individualized and considered case by case.

A valid diagnosis does not guarantee eligibility for accommodations. CPLED does not base accommodation decisions solely on a diagnosis; we require evidence that a candidate's disability significantly impacts their ability to participate in PREP and attempt the Capstone Evaluation. CPLED does not assess medical conditions, so we rely on supporting documentation from medical professionals, which should include an explicit and reasoned rationale for the requested accommodation(s) based on your disability and current restrictions or functional limitations.

## Temporary Conditions

Candidates may be approved for accommodations for temporary conditions, such as pregnancy, injury, or impairment following surgery.

## University vs. Licensure Tests

University examinations and licensure examinations like the PREP Capstone Evaluation serve distinct purposes, and the accommodations granted in university settings may not directly apply to licensure exams. University exams assess a student's understanding of academic knowledge and progress toward earning a degree, focusing on theoretical and foundational knowledge. In contrast, licensure examinations evaluate whether an individual possesses the practical skills and competencies required to perform effectively in a profession.

Candidates who received accommodations with their university studies may not necessarily receive similar accommodations from CPLED.

## Privacy and Confidentiality

If a candidate requests accommodation, CPLED will keep their information strictly confidential. Information will be used and disclosed solely for the purposes of considering or administering the accommodation in accordance with the [CPLED Privacy Policy](#).

## Program Information

PREP is delivered in a regular or accelerated format, both of which consist of three educational phases and one evaluative phase. Available accommodation options may vary depending on the candidate's program phase or chosen delivery format. Please refer to the sections below, Educational Phase and Capstone Evaluation Phase, for detailed information.

### PREP

The regular delivery of PREP is a comprehensive, part-time program running over nine months, currently delivered fully online. This delivery format enables candidates to simultaneously complete their articles while participating in the program; however, subject to any law society requirements, candidates do not necessarily need to article at the same time.

### Accelerated PREP

Accelerated PREP is a comprehensive, full-time program lasting 14 weeks, currently delivered fully online. Candidates are expected to fully engage in their studies, committing approximately seven and a half hours each day, five days a week. Due to the program's rigorous pace and substantial workload, we recommend that candidates minimize any additional professional or personal obligations during this time to maximize their learning experience.

The compressed nature of Accelerated PREP restricts CPLED's ability to extend assignment deadlines. Candidates seeking additional time during the educational phases of Accelerated PREP may be better served by transitioning to the regular delivery of PREP.

## PREP Educational Phases

There are three educational phases of PREP: Foundation Modules, Foundation Workshops, and Virtual Law Firm. Candidates may be approved for accommodations during some or all three educational phases of PREP, but this does not necessarily mean they will be approved for the same accommodations for the Capstone Evaluation.

### 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 five 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.

### Virtual Law Firm

The Virtual Law Firm (VLF) is an experiential learning phase where candidates work on simulated client files, applying their knowledge through 16 assignments. These assignments cover topics in client interaction, professional practice, and legal skills.

## PREP Capstone Evaluation Phase

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 six days spread over a set two-week period. In the first week, candidates have three days to complete three scheduled oral skills assignments: a 30-minute (total time) simulated client interview, a 30-minute (total time) negotiation exercise, and a 15-minute (per candidate time) oral advocacy exercise. In the second 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.

## Application Procedure

All candidates seeking accommodation must submit a [PREP Application for Accommodation](#) with supporting documentation.

Many candidates need only minor accommodations to meet their access needs such as minimal extra time to administer medication, perform blood sugar or other medical testing, or to attend to postpartum needs, etc. These accommodation requests may be supported by simple documentation and may take less time to process and implement.

Some candidates have more complex accommodation requests such as multiple additional hours of time per session, the use of special technology or adaptive equipment, etc. These accommodation requests may require more detailed supporting documentation to thoroughly explain access needs and may take more time to process and implement.

## Application Considerations

Please consider the following when preparing your PREP Application for Accommodation:

- CPLED will confirm receipt of your PREP Application for Accommodation after you submit it. Typically, you will hear back within two weeks unless your request is unusually complex (in which case, we will keep you updated about the status of your request).
- All accommodation requests and supporting documentation are thoroughly reviewed. To be fair to all candidates, CPLED does not expedite requests.
- CPLED is unable to process incomplete requests. If your request does not provide us with enough information to make a decision, we will notify you of the missing information.
- CPLED has limited capability to process late requests. If your request is submitted after the accommodation deadline for your intake, we will contact you to outline your options.

## Step-by-Step Checklist to Submit

Please follow the directions below to complete and submit your PREP Application for Accommodation and supporting documentation to CPLED.

1. 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.
2. Download and complete the [PREP Application for Accommodation](#).
3. Prepare and gather your supporting documentation.
4. **Medical documentation:** Provide 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. Please note the following critical considerations:

- a. Documentation should be legible, signed, dated, and printed on CPLED's application form or the medical professional's letterhead.
  - b. 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.
  - c. Supporting documentation should be as current as possible, but CPLED will review supporting documentation from up to two years ago, provided the student 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 student's accommodation needs remain unchanged).
  - d. Computer-generated reports or printouts of medical records are not required and should not be sent.
  - e. Documentation from friends or family members, even if otherwise qualified, will not be accepted.
5. **Other helpful supporting documentation:** Please provide any of the below supporting documentation if you have it:
- a. Official verification of accommodations on a prior high-stakes standardized exam (e.g., ACT, SAT, LSAT, GMAT, MCAT, or GRE) taken within the past five years.
  - b. Evidence of formal accommodations or support services provided in a post-secondary academic setting within the past two years. This documentation should be printed on the institution's letterhead and should outline the specific accommodations or support services that were approved.
6. Submit your PREP Application for Accommodation and supporting documentation to [accommodations@cpled.ca](mailto:accommodations@cpled.ca). We encourage you to submit your accommodation request as early as possible to allow for processing time and submitting further documentation if required.

## Communication with CPLED

For general accommodation inquiries or to submit a PREP Application for Accommodation and supporting documentation, please contact us via email at [accommodations@cpled.ca](mailto:accommodations@cpled.ca).