

## Policy for Accommodation of Applicants

Approved December 23, 2020

The Nova Scotia Board of Registration of Embalmers and Funeral Directors will make reasonable efforts to accommodate applicants with accessibility needs.

### **Request for Accommodation**

Requests for accommodations are to be made to the Executive Manager (in writing) a minimum of sixty (60) days ahead of the date the accommodation is needed. A request for an accommodation must include:

- the nature of the disability,
- the type of accommodation being requested, and
- a description of what accommodations the applicant has received in the past. (ie – disability support letter/document from NSCC, Post-Secondary Accessibility, Provincial Department of Education, or similar documentation)

Depending on the nature of the disability and the type of accommodation being requested, the Executive Manager may request that the applicant provide additional evidence to support their request. Such additional evidence may include, but is not limited to, a formal medical diagnosis, or documentation from a health practitioner explaining the need for the accommodation being requested.

### **Types of Accommodation**

The Executive Manager is not required to provide the applicant with their preferred type of accommodation. In cases where the applicant's specific request cannot be accommodated, the Executive Manager will work with the applicant to determine a reasonable accommodation that will enable the applicant to address their need for accommodation within the application process.

Applicants who require assistance such as readers, interpreters, voice-output software, etc. will be required to come prepared to examinations with the required assisted technology/software.

Examples of licensing application accommodations that can be made include, but are not limited to:

- assistance in completing application forms,
- methods of communication that differ from The Nova Scotia Board of Registration of Embalmers and Funeral Directors' regular process,
- alternate timeframes for completion and compilation of required documents
- Quiet space and strategic seating

## Policy for Accommodation of Applicants

Examples of accommodations that can be facilitated for The Nova Scotia Board of Registration of Embalmers and Funeral Directors' written or practical examination include, but are not limited to:

- additional time,
- alternative times for the examination,
- translation and reading support assistance (eg. reader, recorder, interpreter for the hearing impaired, voice output software),
- modification of test material (eg. large font, coloured paper, computerized),
- Quiet space and strategic seating

Please refer to the Exam Policy, Apprentice Applicant Policy, and the Applicant Policy and Guidelines for additional information on application and exam procedures and requirements.

The Executive Manager may decline to provide any accommodation, when doing so would circumvent a bona fide occupational requirement.

All notes related to the accommodation request are kept separate from other file materials, to avoid inappropriate disclosure of personal health information.