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| Policy number | E-05 |
| Policy name | Examination accommodation |
| Approved | April 12, 2019 |
| Last reviewed | May 30, 2025 |
| Next scheduled review | Q2 2027 |







POLICY

Council of the College of Alberta Denturists is required pursuant to section 3(1)(c) of the *Denturists Profession Regulation*, to approve a registration examination in denturism acceptable in matters related to registration as a regulated member.

Application for accommodation

If a disability or impairment limits major life activities, a request for special needs accommodation may be submitted in writing. Requests for accommodation must be received by the College at the time of examination application. All requests will be handled on a confidential and individual basis.

Candidates must submit their written request to the Registrar. The following documentation must also be included with the application form:

-  a clear statement of the nature of the disability and its severity;
-  a clear statement outlining how the requested accommodation relates to one or both parts of the registration examination;
-  a clear and concise description of the accommodations requested;
-  supporting documentation indicating that similar accommodation was given to the candidate during their education program;
-  supporting documentation from a healthcare or counseling professional that
 - o indicates an assessment was done on the candidate
 - o describes details of the disability including a diagnosis
 - o describes the candidate's current functional limitation
 - o supports the request for special needs accommodation; and
-  all medical documentation must be current within six months of the date of application to write the exam.

Consideration of the application

Granting the accommodation request must not compromise the validity and integrity of the certification exam.

All materials submitted by the candidate will be kept confidential by the College.

Decision

The final decision regarding the exam accommodation request lies with the Registrar, in collaboration with the Chief Examiner and psychometrician.

The College will confirm the decision and any approved accommodations with the candidate as soon as reasonably achievable.

Arrangements for some accommodations may have significant cost and other resource implications. A candidate who has signed an acknowledgement of the accommodation agreement will be bound by those conditions.

DEFINITIONS

none

APPENDICES

none

REFERENCES

Government of Alberta. (2002). *Health Professions Act – Denturists Profession Regulation*. Alberta, Author. Available at: http://www.qp.alberta.ca/documents/Regs/2002_186.pdf

DOCUMENT HISTORY

| Date | Action | Rationale |
|----------|-------------------|---|
| 12/04/19 | Initial approval | N/A |
| 09/04/21 | Review and update | To accommodate for the multijurisdictional exam |
| 30/05/25 | Review and update | As scheduled |
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