



College of Audiologists and
Speech-Language Pathologists of Ontario

Ordre des audiologistes et
des orthophonistes de l'Ontario

ACCOMMODATION POLICY RESPECTING MEMBERS AND APPLICANTS WITH DISABILITIES

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Effective: January 9, 2017

POLICY

The College of Audiologists and Speech Language Pathologists of Ontario (the “College”) will strive to accommodate any member or applicant with a professionally-recognized diagnosis of a disability (which may include special needs, an impairment, condition or disorder) in respect of a College process. This Policy is consistent with the Ontario Human Rights Code, the Duty to Accommodate and the *Accessibility for Ontarians with Disabilities Act*, 2005.¹

PRINCIPLES

1. Accommodation is based on co-operation between the member or applicant and the College. The College will require certain information from the member or applicant in order to provide accommodation.
2. Accommodation will be provided in a manner that respects the dignity of the member or applicant.
3. Accommodation will take into consideration the member’s or applicant’s unique needs, as well as matters of privacy, confidentiality, autonomy and equal opportunity.
4. Accommodation is a dynamic process that may change over time.
5. Accommodation will be provided up to the point of undue hardship for the College.

ACCOMMODATION APPLICATION FORM AND INDIVIDUAL ACCOMMODATION PLAN

- It is essential that the member or applicant seeking accommodation contact the College to request the accommodation as soon as possible and ideally at least 15 days before a College deadline.
- Members or applicants requesting accommodation will be asked to complete the Accommodation Application Form (see attached). *Should you require assistance in completing the form please contact the College: Caslpo@caslpo.com or Tel - 416 975 5347 or 1800 993 9459.*

¹ Ontario Human Rights Code

Ontario Human Rights Commission. [The Duty to Accommodate](#).

The Accessibility Standards Accessibility for [Ontarians with Disabilities Act](#), 2005 Part III, 6 (3)

- The College will generally work with the member or applicant to develop a written Individual Accommodation Plan ("IAP"). Accommodations will vary according to the unique needs of the member or applicant and the College's requirements.
- The IAP will include:
 - ✓ the member's or applicant's name
 - ✓ timeframe of the plan
 - ✓ College process which requires accommodation
 - ✓ Process components which cannot be completed without accommodation
 - ✓ Identified accommodations to help the member or applicant complete the process.
- The IAP will be reviewed as needed with the member or applicant to evaluate the effectiveness of the plan and ensure that any changes in function are accommodated appropriately.
- If the College does not have the knowledge to appropriately accommodate the needs of a member or applicant, the College will seek information from external sources.
- The IAP will remain confidential to the greatest extent possible.
- As part of the accommodation process, the College may require information about the member's or applicant's diagnosis and/or accommodation needs. In such cases, the information must be from an "appropriate" regulated health care professional ² or a regulated social worker³. An appropriate professional is one who is qualified to provide the necessary information about the member or applicant as determined by the College, in its sole discretion.

² Regulated under the [Regulated Health Professions Act](#), 1991

³ Regulated under the [Social Work and Social Service Work Act](#), 1998

GLOSSARY

ACCOMMODATION: The process of identifying the unique needs of members and applicants with a professionally-recognized diagnosis of a disability when seeking to comply with or access the College's processes, and the actions taken by the College to ensure that members and applicants with disabilities have equal access to its processes, up to the point of undue hardship.

COLLEGE PROCESSES: Any interaction with the College including, but not limited to, application, registration, membership renewal, practice advice, quality assurance, complaints and reports.

DISABILITY:

(Section 10 (1) of the Ontario [Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act](#), 2005, Part 1,2 Definitions)

1. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or assistive device,
2. A condition of mental impairment or a developmental disability,
3. A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
4. A mental disorder, or
5. An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997

UNDUE HARDSHIP: Objective, real, direct, and in the case of cost, quantifiable hardship to the organization striving to provide accommodation.



ACCOMMODATION APPLICATION

*If you require assistance in completing this form, please contact the College
Caslpo@caslpo.com or Tel - 416 975 5347 or 1800 993 9459*

MEMBER'S/APPLICANT'S NAME:

REG. NUMBER (IF APPLICABLE):

DATE:

COLLEGE PROCESS INVOLVED:

REASON FOR ACCOMODATION REQUEST:

(Attach relevant documentation from a regulated health care professional or a regulated social worker, see Accommodation Policy page 3)

ACCOMMODATION(S) REQUESTED:

(Please be specific and attach relevant documentation from a regulated health care professional or a regulated social worker, see Accommodation Policy page 3)

SIGNATURE: