Information for Accessibility and Accommodation Requests
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Accessibility

The CPA profession is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under each respective provincial government’s applicable Act or guidelines.

All policies, procedures and plans are consistent with the requirements of the various provincial acts. These will be reviewed and updated regularly as we make continuous improvements in our efforts to remove barriers and increase accessibility for persons with disabilities.
Accessibility and Special Accommodation

Through the CPA regions, CPA Canada provides reasonable one-time and ongoing accommodations to individuals who have documented disabilities (physical, mental or learning impairments) within the definition provided by the Human Rights Code.

Accommodation requests are assessed on a case-by-case basis to ensure equal opportunity for individuals to fully demonstrate their qualifications without altering the nature or level of the qualification being assessed. We consider each case after carefully reviewing the submitted documentation; however, submitting a request does not guarantee receiving an accommodation.

Decisions process

A key element of all CPA examinations is the examination structure and time constraints imposed on all writers. Each examination, and each examination day tests different competencies, and uses time constraints to facilitate and assess time management skills and the degree of knowledge each test writer has.

The time constraints imposed on writers is a purposeful testing technique. Imposing time constraints measures a test writer’s ability to prioritize and manage their tasks, and organize cohesive responses under time-pressured situations. This helps ensure that the exam writer can effectively demonstrate skills, such as time management and decision-making, where they are able to effectively identify and prioritize tasks on the most important and relevant areas of a case question. These competencies are requirements for successful CPAs, and can only be tested through the use of time constraints.
As a result, accommodation requests for additional time are carefully reviewed by the national CPA Special Accommodations Panel (the “Panel”), and if additional time is awarded, it is often less than what may have been awarded by post-secondary institutions.

Applications are submitted to the respective region who completes an initial review and recommends any revisions or additions to the application before presentation to the Panel. The Panel convenes on a regular schedule to review, discuss and agree upon accommodations for each application. The region then notifies the applicant of the accommodation. Submitting an application does not guarantee receiving an accommodation. The accommodations granted should not modify the nature of the qualification assessed.

Examples of special accommodations that may be provided:

- Providing a quiet room with minimal distractions.
- Permitting timed rest breaks during the exam.
- Providing enlarged font on the exam questions.
- Allowing a medical device in the examination room, such as an inhaler or diabetic equipment.
- Possibility of having a reader or scribe/typist.
- Increasing time permitted for the examination.

Accommodation applications must be submitted at least 10 weeks before the examination date to allow time for sufficient review and to gather any additional documentation that may be required. Depending on the nature of the disability, accommodations may be granted for the duration of the CPA program or all CPA preparatory courses an individual is enrolled in, or on a temporary basis. In some cases where a disability is temporary or changes over time, the case and current medical documentation may need to be re-reviewed.

In exceptional circumstances, such as an accident, applications for exam accommodations may be considered within a shorter time frame and may be granted if time permits.
Experts

As part of the application process, applicants should be treated by professionals who are experts with the nature of the disability. This table lists (not an exhaustive list) some disabilities along with the qualified experts who can diagnose the nature of the disability. Experts used in the application shall not be affiliated with the applicant as per their code of ethics.

<table>
<thead>
<tr>
<th>Disabilities</th>
<th>Experts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dyslexia – dysorthographia</td>
<td>• Neuropsychologist&lt;br&gt;• Psychologist specialized in learning disabilities</td>
</tr>
<tr>
<td>ADHD/ADD</td>
<td>• Neuropsychologist&lt;br&gt;• Psychologist specialized in learning disabilities&lt;br&gt;• Psychiatrist</td>
</tr>
<tr>
<td>Concussion (impact on learning ability to write the exam)</td>
<td>• Neuropsychologist&lt;br&gt;• Psychologist specialized in learning disabilities</td>
</tr>
<tr>
<td>Anxiety (impact on learning ability to write the exam)</td>
<td>• Neuropsychologist&lt;br&gt;• Psychologist specialized in learning disabilities&lt;br&gt;• Psychiatrist</td>
</tr>
<tr>
<td>Vision disability</td>
<td>• Ophthalmologist&lt;br&gt;• Optometrist</td>
</tr>
<tr>
<td>Hearing disability</td>
<td>• Audiologist</td>
</tr>
<tr>
<td>Physical disabilities</td>
<td>• Physiotherapist&lt;br&gt;• Medical Doctor specialized in the given physical disability&lt;br&gt;• Occupational Therapist&lt;br&gt;• Physiatrist&lt;br&gt;• Chiropractor&lt;br&gt;• Neurologist&lt;br&gt;• Nurse practitioner</td>
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Special Accommodation Panel

To ensure all applicants are treated fairly and equally regardless of their location, the Panel will normally be comprised of a designate(s) from each region (West, Ontario, Quebec, Atlantic, International and National). Specifically:

1. at least one member per CPA Member region
2. one CPA Canada staff member representing the Board of Examiners
3. one mental health expert (i.e. psychologist or psychiatrist or neuropsychologist)
4. additional experts as required (e.g. lawyer, audiologist, optometrist, etc)

For application deadlines, refer to the Accessibility and Special Accommodation Requests on the CPA Canada website.
Application Process

Application Checklist
Complete following accommodation request forms:

1. Accommodation Request Individual Form 1 (required)
2. Accommodation Request Medical Form 2 (required)
3. Current psychological assessment (if applicable)

Accommodation Application Submission Process and Resources
1. Follow the submission instructions outlined on each request form.
2. You will receive an email upon receipt of your application.
3. You will receive an email outlining the decision shortly after the Panel’s next meeting date.

Additional resources to assist with the application process are available:
• Learning and Cognitive Disabilities Guidelines (refer to Appendix A)
• Physical and Systemic Disabilities Documentation Guidelines (refer to Appendix B)

Applicants can direct questions to their respective regional office:
• CPA West: cpaaccommodations@cpawsb.ca
• CPA Ontario: CPAaccommodations@cpaontario.ca
• CPA Quebec: amenagements@cpaquebec.ca
• CPA Atlantic: jvarner@cpaatlantic.ca
• CPA Canada International: internationalinquiries@cpacanada.ca
**Resubmission process**

Applicants can apply to request additional accommodations beyond what was awarded in their initial submission. Resubmissions are permitted if **new information or evidence relevant to your case is provided**. Applicants should contact their regional office to resubmit. Resubmissions do not guarantee a change in the applicant’s granted accommodations, but where a change is made, based on the new information provided, the accommodation granted may be more or less than what was previously provided.

**Appeal process**

Applicants can appeal the accommodations granted or denied. If applicants have additional information, they should resubmit before proceeding to the appeal process. Appeals will be reviewed by an independent individual.

Appeals will be sent to the specialist by applicable member of the Special Accommodations Panel.

Appeal timeline: An appeal must be submitted within 30 days of receiving the approved accommodation, or the day of the applicant’s first exam, whichever is earlier. The region will provide a final decision within 60 days of receiving a completed appeal application. While an appeal is under review, the applicant can choose to use his or her granted accommodations or defer their exam to the next available exam date.

Appeal fee: Applicants should contact their provincial/regional CPA body for the appeal fee. Should the appeal be in the applicant’s favour, this fee will be reimbursed.
Appendix A: Learning and Cognitive Disabilities Guidelines

If you are seeking accommodations due to a cognitive or learning disability, or due to a neurological disorder that affects your cognitive abilities, you must submit a comprehensive psychoeducational assessment report or neuropsychological assessment report as part of the accommodation request in order for your case to be fully reviewed.

Please note: If you were granted accommodations while at a post-secondary institution, you will need to demonstrate a current need to receive an accommodation for the CPA Exams. If you were not previously provided an accommodation on CPA exams previously written, the CPA Accommodation Request Form 2 (Medical) should include a detailed explanation as to why an accommodation is needed now.

The psychoeducational or neuropsychological assessment should include clinical findings:

- The applicant must be an adult when testing is done. In most cases, this means testing has been conducted when the applicant was at least 18 years of age or within the past five years.
- The testing must be performed by a qualified professional. Documentation should include the professional’s academic credentials and qualifications that allows them to confirm the nature of the disability and make an accommodation recommendation based on the nature of the CPA Exams.
- The testing must include a battery of tests (see below for a list of possible tests). It is not acceptable for the professional to administer only one test, nor is it acceptable for the professional to base a diagnosis on only one of several subtests.
It is suggested that the professional could assess the following:

1. **Aptitude**: The preferred instrument is the Wechsler Adult Intelligence Scale — Fourth Edition (WAIS-IV).

2. **Achievement**: Current levels of functioning in reading and written language are required. Acceptable instruments include, but are not limited to, Woodcock-Johnson Psychoeducational Battery III: Tests of Achievement, and the Wechsler Individual Achievement Test (WIAT). The Nelson-Denny Reading Test (NDRT) is strongly recommended as a timed reading comprehension measure.

3. **Information Processing**: Specific areas of information processing (for example, short and long-term memory, sequential memory, or auditory and visual perception/processing speed) must be assessed. Commonly used instruments in this area include information from subtests on the WAIS-IV, the Woodcock-Johnson Tests of Cognitive Ability, the Wechsler Memory Scale-III, the Halstead-Reitan Neuropsychological Battery, Test of Everyday Attention (TEA), Conners Continuous Performance Test, Ruff 2 & 7 and Test Of Variables of Attention (TOVA).

### Tests required for the recognition of the diagnosis – Neuropsychological assessment/psychoeducational assessment

<table>
<thead>
<tr>
<th>Attention deficit disorder &amp; ADHD</th>
<th>Dyslexia/Dysorthographia</th>
<th>Reading comprehension disorder</th>
</tr>
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<tbody>
<tr>
<td><strong>Must include:</strong></td>
<td></td>
<td></td>
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<tr>
<td>Complementary tests (not required but can significantly contribute to the diagnosis): Test of everyday attention (TEA) -lottery Ruff 2 &amp; 7 D2</td>
<td>Complementary tests (not required but can significantly contribute to the diagnosis): WIAT-III</td>
<td>Complementary tests (not required but can significantly contribute to the diagnosis): WIAT-III</td>
</tr>
</tbody>
</table>
The documentation provided by the professional should:

- Provide actual test scores and standard scores and percentiles on an age-adjusted, rather than education-adjusted, norm. It is helpful to list the test data in a summary score sheet.
- Document the impact of the disability on the applicant’s ability to write the CPA exams. Test results should clearly support this claim.
- Include clear and specific evidence and identification of the nature of the disability. Individual “learning styles” and “learning differences” do not by themselves constitute a learning disability. It is important that the assessment rule out alternative explanations for problems in learning, such as emotional or attention problems that may interfere with learning but do not, in and of themselves, constitute a disorder in learning.
- Explain why each recommended accommodation is necessary, referring to specific test results or clinical observations. We will consider recommended accommodations that give the test writer a fair chance.
- List current medications and existing (not possible) side effects that may impact your ability to write the exam.
Appendix B: Physical and Systemic Disabilities Documentation Guidelines

Physical and systemic disabilities have a definitive physical cause and can significantly restrict a test writer’s physical ability to write CPA exams under standard conditions.

Supporting documentation must be comprehensive and current. Professionals conducting assessments, and making recommendations for appropriate accommodation(s) must be those who are qualified to do so.

The documentation provided:
• Should discuss functional limitations caused by the disability and its impact on the applicant’s ability to write the CPA Exams under standardized conditions;
• Should list current medications and existing (not possible) side effects that may impact the applicant’s ability to write the exam; and
• Should recommend accommodation(s) to compensate for the identified functional limitations.
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