

<i>Policy:</i>	Accommodation of Special Needs
<i>Reference #:</i>	EC-12142011
<i>Approved by:</i>	Executive Committee
<i>Date approved:</i>	December 14, 2011
<i>Attachments:</i>	none

Accommodation of Special Needs

PURPOSE

To ensure applicants for registration with special needs are accommodated.

RATIONALE

To ensure registration practices are transparent, objective, impartial and fair.

LEGISLATION

The relevant legislation, regulations and by-laws regarding registration with the College of Midwives includes:

- the *Health Professions Procedural Code*, being Schedule 2 to the *Regulated Health Professions Act*, 1991, as amended from time to time
- Registration Regulation made under the *Midwifery Act*, 1991
- the College of Midwives of Ontario by-laws, Articles 14 and 15

SCOPE

This policy applies to all departments and administrative offices of the College, to all College officers, to Council and committee members and employees, and to all registration applicants.

POLICY

The College will consider accommodations from an applicant for registration with special needs. Accommodations granted will be made on an individual basis and will depend on the nature and extent of the need.

PROCEDURES

1. An applicant submits a signed letter to the College requesting the accommodation of special needs with specific details of the accommodation required.
2. The applicant's request is accompanied by a detailed report from a qualified professional outlining the diagnosis and the specific accommodations required.
3. Authorization from the applicant for the College to contact any qualified professional that provided a report regarding the special need and the accommodation required.

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4. The request for accommodation will be reviewed by a Panel of the Registration Committee. The panel may request further documentation.
5. The applicant will be advised of the Panel's decision within 30 days of the panel meeting date.