

MODIFIED TESTING ACCOMMODATION POLICY & PROCEDURES

Certification programs are available to all in Ontario. Landscape Ontario will work with candidates, educators and other partners to provide a valid testing environment while accommodating the needs of candidate(s) who require accommodation. The needs of persons who require modified testing will be accommodated. There is no set formula for accommodation - each person has unique needs and it is important to consult with the person involved. Landscape Ontario is willing to explore solutions to provide access and accommodation.

Duties and Responsibilities in the accommodation process:

The accommodation process is a shared responsibility. Everyone involved should cooperatively engage in the process that ultimately results in accommodation solutions.

The candidate requiring modified testing is required to:

- advise the Landscape Ontario of the nature of required modifications in writing (see attached sample letter below at least 45 days prior to test day;
- communicate needs to Landscape Ontario with written documentation from either a medical, social or educational practice or institution at least 45 days prior to test day;
- work with the Landscape Ontario on an ongoing basis to manage the accommodation process.
- bear the cost of any required medical information or documentation. For example,
- doctors' notes and letters identifying or supporting accommodation needs;
- provide personal support person needed to assist with accommodation as needed and will comply with requirements as set out by Landscape Ontario.

Landscape Ontario is required to:

- the Landscape Industry Certification Test registration form will include the following question: "Indicate if you require modified testing accommodations: All requests must be supported by a medical/social or educational institution requisition."
- accept the candidate's request for accommodation in good faith, unless there are legitimate reasons for acting otherwise;
- obtain expert opinion or advice where needed;
- take an active role in ensuring that alternative approaches and possible accommodation solutions are investigated, and canvass various forms of possible accommodation and alternative solutions, as part of the duty to accommodate;
- keep a record of the accommodation request and action taken;
- maintain confidentiality;
- process accommodation requests in a timely manner, provided the candidate has provided ample notice of a minimum of 45 days prior to test day;
- Landscape Ontario will approve all personal support persons prior to test day.

Accommodation Support:

Accommodation by method of auxiliary aids and services to the Certification Test may include:

- alternate Format: (Large Print or Braille)
- reader
- translator
- sign language interpreter
- assisted listening
- recorder
- modified Time Limits based on Doctor's or suitable expert opinion.
- or as identified.

All accommodation requiring a third party attendant at a test site with a candidate are required to have no prior industry or related experience and will provide a resume to Landscape Ontario to support.

Accommodation Details:

Persons with disabilities are not necessarily required to disclose private or confidential matters, and should disclose information to the Landscape Ontario only as it pertains to the need for accommodation and any restrictions or limitations.

The Certification Committee is entitled to know that the candidate has a disability and that this person needs certain accommodations in order to challenge the Certification test fairly.

Documentation supporting the need for particular accommodation (flexible hours, a different proctor or judge, a particular technical aid, for example) should be provided only to those who need to be aware of the information.

The duty to accommodate a disability exists for needs that are known. Organizations and persons responsible for accommodation are not, as a rule, expected to accommodate disabilities of which they are unaware. The Landscape Ontario Certification Committee can request documentation from a family Doctor or approved assessment agency if the disability is hidden to verify the need and the actions necessary to accommodate. Landscape Ontario will record all dialogue and discussion of verbal and /or written communication in the candidates file.

Landscape Ontario will not allow any candidate to compromise their own personal or public safety. All accommodations will support the competencies as required and intended by the test. The test will remain valid, and the integrity of the testing maintained for any candidate to achieve the certification.

Accommodation Request Letter Requirements from a Candidate:

The following is an example of what can be included in an accommodation request

Date of Letter

Your name

Your address

Employer's name

Employer's address

Dear Landscape Industry Certification Dept. – Landscape Ontario;

Content to consider in body of letter:

- Identify yourself as a person in need of modified testing
- State that you are requesting accommodations under the Human Rights Act of Ontario
- Identify your specific modification requirements
- Identify your accommodation solutions
- Refer to attached medical/social agency or educational institution documentation

Sincerely,

Your signature

Your printed name

Cc: to appropriate individuals