COLLEGE OF PHARMACISTS OF MANITOBA

AP11: Examination Accommodations Policy

Policy Type:	Policy #:	
Administration of the Act	AP11	
Effective Date:	**Last Approval/Revision Date:**	**Policy Review Frequency:**
June 25, 2026		Every 5 years

Purpose:

The College of Pharmacists of Manitoba (CPhM) provides equitable access and reasonable accommodations for applicants participating in any examinations and assessments that are administered by CPhM. In line with this, the following policy outlines the processes for applicants seeking reasonable accommodations for a disability, when completing a CPhM-administered examination or assessment. The goal of reasonable accommodations is to provide each applicant with a fair opportunity to demonstrate the knowledge, skill, and judgment required for the practice of pharmacy in Manitoba.

Policy:

1. CPhM will provide reasonable accommodation for physical or mental disabilities, in accordance with the *Manitoba Human Rights Code*, for individuals completing a CPhM-administered examination or assessment ("Examination"). As defined in the Manitoba Human Rights Commission's Board of Commissioner's Policy # I-4, this interpretation of "disability" does not extend to commonplace and transitory conditions that last for a short period of time, have no ongoing or long-term effects, and have minimal or no impact on an individual's opportunities to take part in life's important functions or activities on an equal level with others (e.g. flu, common cold).

2. CPhM will consider all accommodation requests on a case-by-case basis, as accommodations may be considerably specific to the applicant. CPhM will reach out to each applicant to agree upon the accommodations to be provided. This Policy does not serve as a representation or guarantee that any accommodation will be provided, unless it is agreed upon between the CPhM and the applicant.

3. CPhM will not change the content or construct of the Examination, as part of reasonable accommodations.

4. Any information provided to CPhM about an accommodation request is confidential and will not be shared or released outside of CPhM, without the written consent of the candidate, except for communications with the examination proctoring service, sharing the need for an accommodation, to the minimal extent that is necessary for implementing accommodations.

5. The following reasonable accommodations may be provided, as appropriate:
    a) Additional time for completion
    b) Permitted breaks during the examination, including “stopped clock” breaks
    c) Assistive equipment or devices (e.g. hearing aid, whiteboard/markers, paper/pen)
    d) Assistive technology (e.g. text-to-speech software)
    e) Food, drink, or medicine (e.g. inhaler, EpiPen) permitted during the examination

6. Requests for consideration of reasonable accommodations must be submitted to the CPhM using a completed Request for Exam Accommodation(s) form (“Schedule A”).

7. A Health Professional Assessment for Exam Accommodation(s) form (“Schedule B”) must be completed to provide documentation from a qualified health professional, who is licensed in a Canadian jurisdiction, and who is trained in diagnosing the condition for which the accommodation is being requested (e.g., a primary care provider or specialist). The documentation must:
    a) Confirm the current functional limitations and identify the impact on daily activities and testing/assessment performance,[*] and
    b) State the testing accommodation(s) that are required by the candidate to address these limitations (e.g. the use of a hearing aid).

8. If an applicant has, within the past one (1) year, received an accommodation from the Pharmacy Examining Board of Canada (PEBC), a CCAPP-accredited pharmacy program (e.g. University of Manitoba Rady Faculty of Health Sciences College of Pharmacy), or similar organization that provides for an accommodation listed in section 5, this documentation should be attached to the “Schedule A” Form and *may* be considered in place of a “Schedule B” form, if it contains the same or greater level of detail as “Schedule B” Form.

9. All documentation must be current and dated within one (1) year of the accommodation request submission and provided to CPhM no less than eight (8) weeks prior to the Examination date or before you submit your proof of completion for the Jurisprudence Modules.

10. An applicant who is found to have falsified medical records, misrepresented a disability, or concealed a material of fact may be denied registration and licensure or listing.

11. There is no CPhM fee associated with making a request for accommodation; however, there may be costs associated with obtaining and providing the appropriate supporting documentation. These costs are the responsibility of the applicant.

12. If an applicant wishes to appeal a decision related to accommodations, they may request that the Board of Examiners review their file and provide additional supporting evidence.

[*] The reasons (i.e. diagnosis) for the requested testing accommodation does not need to be disclosed but the impact on testing/assessment must be provided. If diagnosis information is helpful to assist in determining the appropriate accommodations, CPhM may specifically request this information from you.