

Steps for Writing the Entry-to-Practice Registration Examination

STEP 1

- Your College confirms that you are eligible to write the Registration Examination (approximately three months prior to the proposed administration date).
- You confirm your intention to write the Registration Examination with your College and provide requested information to College staff by the requested deadlines.
- Formal application, with appropriate documentation for any accommodation, must be made at the same time that you indicate your intention to write the Registration Examination with your College. Use the accommodations request form (available through your College) to apply.
- COMPASS Centre for Examination Development contacts you to confirm the status of your request for accommodation.

STEP 2

- You receive an email transmission from Yardstick Assessment Strategies, from testingsupport@getyardstick.com. In it, you will see the “book and purchase window” directions for purchasing and booking your spot at the Registration Examination. The directions include the time period during which you must purchase the Registration Examination and how to access the exam site by resetting your password. If this email transmission is not received within one month of the Registration Examination, please contact Yardstick at testingsupport@getyardstick.com. **Please note: The Entry-to-Practice Registration Examination website has RED prompts.** The self-assessment site has **BLUE** prompts.
- You register and book the examination by purchasing the Entry-to-Practice Registration Examination. After purchasing the exam, you will receive a confirmation email with the time at which you should be ready to write the Registration Examination.

STEP 3

- Ensure you have two pieces of government-issued identification (one must contain a photo), your booking confirmation notice, and your College-issued identification number ready to show to the remote proctor.
- Write the Registration Examination.
- COMPASS Centre for Examination Development transmits examination results by your preferred medium between six and eight weeks after your date of writing.

Accessibility / Accommodations for the Registration Examination

Basic Principles

An accessibility issue or accommodation need, based on disability¹ (whether temporary, transient, or permanent) is considered appropriate if it results in equal opportunity to attain the same level of performance as persons without an identified disability, and meets the individual's disability-related needs without affecting the confidentiality of the examination and integrity of the examination's assessment purpose. The basic principle for accessibility and reasonable accommodations for the Registration Examination (also known as the Canadian Professional Standard for Counselling and Psychotherapy (CPSCP): Entry to Practice Competency Assessment) is to remove barriers to enable equal opportunity with dignity and without impediment.

Universal Design

To support all persons in engaging fully in the Registration Examination process, the following priority steps have been undertaken for all test-takers:

- Physically accessible test centres (wherever possible)
- Additional test-taking time built-in to regular test-taking time allotment
- Customizable font size for examination print
- Short sentences with increased white space on screen
- No use of 'flash' or colour-dependent information
- No use of photographs, diagrams, or charts
- Available personal breaks
- Access to medication and/or glucose meter*
- Access to food and/or beverage*

*Formal accommodation request is not required, but you must inform your College of your need for access to medication, glucose meter, food, and/or beverage by the deadline used to confirm your intent to write the exam. Proctor must be advised prior to examination start to retain medication and glucose meter at computer terminal. While access to food and beverages is not permissible near computer terminals, you may exit and re-enter exam room as needed to gain access.

Forms of Accommodation

Depending on documented individual needs, a variety of accommodations are possible. The following forms of accommodations are most common:

- Extended time (to a maximum of 5 hours) with personal breaks
- Separate room
- Service animal
- Reader aide
- Mobility aide

¹ For the purposes of the Registration Examination, "disability" refers to any condition, diagnosis, or injury that impedes a candidate's ability to approach the examination in a manner equal to those of peers without such an impediment.

Applying for Accessibility / Accommodation

Applicants advise their College of their accommodation needs at the time they indicate their intention to take the registration exam. This provides the reviewing authority sufficient time to assess the accommodation request, seek resources, and confirm arrangements.

1. Download the Accessibility / Accommodation form from the website of your College.
2. Gather appropriate supporting documentation. All documentation must be current within five years of application to write the Registration Examination. All documentation must be specific to your accessibility / accommodation request and must include a description of the accessibility / accommodation need. This can either be from:
 - a. a regulated health professional who is familiar with your condition and who has specific training, expertise, and experience in the diagnosis of the condition(s) that is within their scope of practice and experience in the diagnosis of the condition(s) for which the accommodation is being requested OR
 - b. if you received accessibility consideration / accommodation(s) for test writing from the Student Support Services while enrolled in a post-secondary education program, you may use the documentation from that institution. The copy of educational accommodation must be on institutional letterhead and signed by an appropriate representative of Student Support Services/Access Office of the institution.
3. Within two weeks of receipt of a completed application (with documentation), you will receive an email from COMPASS indicating the status of your request. If COMPASS requests additional information, please reply at your earliest convenience. If no further information is required, the email from COMPASS will indicate the specifics of which accessibility / accommodation need(s) have been approved. Review the form and reply to the email, indicating your awareness of the approved accessibility / accommodation plans.

Evaluation of Accommodation Requests

Requests are reviewed individually and confidentially. Accommodations are subject to COMPASS approval. Please note that accommodation approvals are based on guidelines for human rights; however, requests may be refused for the following reasons:

- There was no request received at the time of indicating intention to write the Registration Examination
- There was no official documentation confirming a disability, condition, impairment, or injury
- The individual providing the documentation was not a registered practitioner familiar with the candidate and/or qualified to diagnose the condition(s) for which the accommodation was being requested
- Official documentation did not include the type or specifics of the accessibility / accommodation need required
- Official documentation older than five years
- The requested accommodation posed a reasonable risk to the integrity of the examination (i.e., an unfair advantage would occur; the test would not be able to achieve its testing purpose; the confidentiality of the test items could reasonable be negatively affected)