

## LICENSING PROCESS

# Accommodation Request Form

Candidates may request accommodation for a Licensing Examination based on a condition that arises from an enumerated ground listed in the *Human Rights Code*, R.S.O. 1990, c. H.19. If you wish to make a request, it is important that you review the Accommodations Webpage carefully:

<https://www.lso.ca/accommodations/>

Note that before initiating an accommodation request, candidates must first register for the licensing examination for which accommodation is sought and have completed their financial arrangements with the Law Society. Your request for accommodation will otherwise not be processed. The Law Society encourages you to meet all requirements well in advance of registration deadlines.

It is your responsibility to obtain all required forms and supporting documentation and to ensure they are received in Examination Administration by the deadline posted on the Accommodations Webpage. All forms must be completed, printed, and signed (where applicable) before they are mailed or e-mailed to the Law Society. The Law Society cannot approve accommodations based on incomplete or insufficient documentation.

### Common Reasons Why Documentation Is Deemed Insufficient

- Evidence of the disability is not from a qualified professional.
- The Supporting Documentation Form fails to provide a reasonable explanation or rationale based on history and objective evidence for why the candidate needs examination accommodations.
- The documentation is not legible

Should you have registered and completed your financial arrangements with the Law Society for the examination, but your request for accommodations is incomplete, insufficient or is not received by the posted deadline, you will remain registered to sit the examination under standard conditions.

**LSO reserves the right to make the final judgement regarding examination accommodations.**

### Personal Information

Candidate Name:

Candidate Number:

Mailing Address:

Telephone:

Can detailed messages be left?

Yes No

Email:

**1. Description of Grounds for Accommodation**

In this section, please identify the ground(s) upon which you are seeking accommodation. Select all of the following boxes that apply:

Disability due to a Cognitive and/or Psychological Condition

Disability due to a Physical and/or Medical Condition

Pregnancy- or Maternity-Related Need

Temporary Physical Impairment or Condition

Creed (including Religious Observance)

Family Status

Other:

Please include any additional details related to the selected ground(s) in the space provided. You must provide sufficient information to confirm the existence of a need for accommodation and the type(s) of accommodation requested. NOTE: Examination Administration keeps accommodation-related information in strict confidence and uses the information solely for the purpose of providing the accommodation.

If you are requesting accommodation related to a disability (which, for these purposes, includes any medical condition or a pregnancy- or maternity-related need), you will be required to provide medical confirmation that the disability exists, but will not generally be required to explicitly inform Examination Administration of the specific type of disability, or to provide specific medical information, such as a diagnosis, where that information is not reasonably necessary to the provision of accommodation. You may voluntarily provide more detailed information about your disability, including a specific diagnosis, if you feel comfortable doing so.

## 2. Description of Accommodation Requested

In this section, please describe any specific accommodation(s) you are requesting. Be as specific as possible. For example, if you are requesting Licensing Examination materials in an alternative format, specify the type of alternative format requested. If you are requesting any adaptive technology/software or other physical resources, specify the resources requested. If you are requesting additional writing time to complete a Licensing Examination, indicate the amount of additional time you are requesting.

## 3. Requirements for Supporting Documentation

If you are requesting accommodation related to a disability (which, for these purposes, includes any medical condition or a pregnancy- or maternity-related need), you will be required to provide, in support of this request, a completed Supporting Documentation Form for Medical Professionals Recommending Accommodation.

If you are requesting additional writing time to complete a Licensing Examination due to a cognitive condition, a psychological or psycho-educational assessment report is required. A psychological and/or psycho-educational assessment report should identify issues impacting the candidate's development, functioning, severity of condition, and current treatment. This report should explain how the candidate is impacted by the disability, and how the candidate's functional limitations are caused by the diagnosed impairment, in order to provide a measurable basis to justify the recommendation for additional writing time. All recommendations for additional writing time must indicate exactly how much additional writing time is requested and must relate to the multiple-choice format of the Licensing Examinations.

If you wish, you may also provide the following types of supporting documentation:

- A recent letter from your law school, paralegal college or the National Committee on Accreditation (NCA) listing all accommodations received, if accommodations were provided;
- A letter from the Law School Admission Council (LSAC), if accommodations were provided for the LSAT.

**Please Note:** Proof of prior accommodation is not a guarantee that the same accommodation will be provided to write the Licensing Examination(s), as all requests are assessed on a case-by-case basis with reference to the specific conditions and requirements of the Licensing Examinations. However, information regarding any prior accommodation you have received for a similar disability from another organization or institution may assist Examination Administration in determining the most appropriate accommodation.

#### 4. Consent

By signing below, I hereby consent to the disclosure, transmittal, or examination of information provided in or with this Form and information in my file, located within Examination Administration, to staff who require information pertaining to my accommodation needs and accommodations provided in order to provide me with accommodations for my Licensing Examination(s).

If I have provided information from my law school, paralegal college, LSAC or NCA, as applicable, I consent to Examination Administration clarifying the information with the organization that provided it.

If applicable, I consent to the completed Supporting Documentation Form for Medical Professionals Recommending Accommodation to be sent directly by my medical professional to Examination Administration. I further consent to Examination Administration contacting the medical professional who completed that Form, if necessary, to clarify any information provided in or with that Form.

This consent may be rescinded or amended in writing at any time, except where action has already been taken on the authority of consent.

#### 5. Candidate Confirmation and Signature

I confirm that the foregoing is an accurate description of the circumstances giving rise to this request for accommodation. Moreover, I understand that it is my duty to inform Examination Administration of any changes in my accommodation requirements.

Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Once complete, print, sign, date and file this Accommodation Request Form and all supporting documentation by **one** of the following options:

1. Scan and email to [examinationaccommodation@lso.ca](mailto:examinationaccommodation@lso.ca);
2. Mail to:  
Examination Administration, Licensing and Accreditation Department,  
Law Society of Ontario,  
130 Queen Street West,  
Toronto, ON, Canada M5H 2N6;
3. In-person delivery to the Law Society of Ontario.

Information collected from you is kept strictly confidential and is used solely for the purpose of providing you with accommodations. Access to this information is restricted to staff who are working on your behalf and will not be disclosed without your written consent. Accommodations will only be provided upon receipt of documentation that satisfies the requirements of Examination Administration.