

Nova Scotia Board of Registration of Embalmers and Funeral Directors

168 Hobsons Lake Drive, Suite 301, Beechville, Nova Scotia B3S 0G4

Accommodation of Applicants with Physical and Mental Disabilities

The Nova Scotia Board of Registration of Embalmers and Funeral Directors will make reasonable efforts to accommodate applicants with special needs.

Request for Accommodation

Requests for accommodations are to be made to the Executive Manager (in writing) a minimum of 30 days before the date the accommodation is needed. A request for an accommodation must include:

- ☐ the nature of the disability,
- ☐ the type of accommodation being requested, and
- ☐ If applicable, describe the accommodations the applicant has received previously

Depending on the nature of the disability and the type of accommodation being requested, the Executive Manager may request that the applicant provide additional evidence to support their request. Such additional evidence may include, but is not limited to, a formal medical diagnosis or documentation from a health practitioner explaining the need for the requested accommodation.

Types of Accommodation

The Executive Manager is not required to provide the applicant with their preferred accommodation type. In cases where the applicant's specific request cannot be accommodated, the Executive Manager will work with the applicant to determine a reasonable accommodation that will enable the applicant to overcome the discriminatory effect of the application process.

If the requester and the Nova Scotia Board of Registration of Embalmers and Funeral Directors cannot agree on what type of accommodation is appropriate, the Executive Manager will decide what accommodation, if any, is to be provided.

Examples of accommodations that can be made include, but are not limited to:

- ☐ assistance in completing application forms,
- ☐ methods of communication that differ from the Nova Scotia Board of Registration of Embalmers and Funeral Directors' regular process,
- ☐ alternate times

Examples of accommodations that can be made for the Nova Scotia Board of Registration of Embalmers and Funeral Directors' examination include, but are not limited to:

- ☐ additional time,
- ☐ alternative times for the examination,
- ☐ assistive technology assistance (eg, reader, recorder, voice-to-text software),
- ☐ modification of test material (eg, large font, coloured paper, computerized),

The Executive Manager may decline to provide any accommodation when doing so would circumvent a bona fide occupational requirement. Notes related to the accommodation request are kept separate from other file materials to avoid inappropriate disclosure of personal health information.