

Nova Scotia Institute of Agrologists Accommodations of Applicants with Disabilities Policy

The Nova Scotia Institute of Agrologists will make reasonable efforts to accommodate applicants with mental and/or physical limitations or restrictions that prevent an applicant from fully completing an application process. The purpose of accommodation is to create an accessible applications process that enables applicants to meet the essential application requirements. NSIA is committed to providing any reasonable accommodation to promote equity and inclusion in a manner that does not discriminate.

Requests for Accommodations

Requests for accommodations are to be made in writing, email accepted. A request for an accommodation must include:

- The nature of the disability;
- The type of accommodation being requested, and;
- Where available, a description of what accommodations the applicant has received in the past.

Types of Accommodations

Nova Scotia Institute of Agrologists is not required to provide the applicant with their preferred type of accommodation. In cases where the applicant's specific request cannot be accommodated, the Nova Scotia Institute of Agrologists office 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 Institute of Agrologists office cannot agree on what type of accommodation is appropriate in any case, the Nova Scotia Institute of Agrologists office will make a determination as to 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 communications that differ from Nova Scotia Institute of Agrologists' regular processes

Notes related to accommodation request are kept separate from other file materials in order to avoid inappropriate disclosure of personal health information.