

FP CANADA CERTIFICATION EXAMINATION TESTING ACCOMMODATION REQUEST FORM

PART A – PROCESS OVERVIEW AND CHECKLIST

FP Canada is committed to ensuring equal access and participation for all candidates writing the CFP[®] examination or QAFP[™] examination, in accordance with applicable provincial and federal human rights and accessibility legislation. If you have a disability or other unique accessibility need and/or require adapted access to your exam, you may request a testing accommodation to provide you equal access to your examination. FP Canada strives to accommodate all requests to the extent that we are reasonably able. To request a testing accommodation:

- Review this form and the Testing Accommodation Policy in either the [Guide to the CFP Examination](#) or the [Guide to the QAFP Examination](#) to understand all accommodation requirements.
- Collect all relevant supporting documentation and complete this form.
- Submit your completed form and all required supporting documentation to accommodations@fpcanada.ca **no later than two months prior to your intended examination date**. We cannot guarantee that requests received less than two months prior to the examination date will be assessed or granted.
- Expect FP Canada to follow up by phone or email to confirm the details of your submission.
- Review, sign, and return your Testing Accommodation Agreement which you will receive once your request is approved.
- Bring your Testing Accommodation Agreement with you to your in-person or online proctored examination.

All personal information provided as a part of your testing accommodation request will be used for the sole purpose of reviewing and granting your accommodation. In accordance with the FP Canada Privacy Policy, such information will only be shared with those entities (Yardstick and, if applicable, ProctorU) responsible for administering your testing accommodation.

If you require adapted access to an in-person testing location, please contact us so we can ensure your test centre is equipped with all measures necessary to facilitate your access.

We may request your authorization to deal directly with the appropriate physician or health care provider regarding your disability or accessibility need.

PART B – SUPPORTING DOCUMENTATION REQUIREMENT

FP Canada requires a complete and comprehensive physical, psychoeducational, and/or neuropsychological evaluation from a doctor and/or qualified health practitioner whose credentials are appropriate to diagnose and treat your disability or unique accessibility need. This documentation must be printed on your healthcare provider's office letterhead and include the following information:

- A clear diagnosis and a description of your medical or health issue
- Details on how this diagnosis affects your ability to take the examination under standard conditions
- Results of any assessments related to your request
- Specific details of the accommodations requested

Assessments and diagnosis documentation should be current (i.e. from within the last five years). If the documentation is not current, FP Canada may request more current information before reviewing your request.

Standard examination conditions include:

In-person examination	Online proctored examination
6-hour (CFP) divided into 2-hour sections or 3-hour (QAFP) examination	6-hour (CFP) divided into 2-hour sections or 3-hour (QAFP) examination
30-minute break after each section (CFP)	15-minute break after each section (CFP)
Test centre of your choice (subject to availability)	A secure, private location of your choice with a live proctor
Face masks may be required by test centre or local health unit	Masks not permitted

PART C – ACCOMMODATION REQUEST INFORMATION

1) Please indicate each specific accommodation you require:

- ☐ Additional testing time (select a time increment and provide rationale)
- ☐ 25% additional time (time and $\frac{1}{4}$)
☐ 50% additional time (time and $\frac{1}{2}$)
☐ Other time increment: _____

☐ Frequent restroom breaks (specify anticipated frequency and provide rationale):

☐ Access to food/drink/medication (specify requirement and provide rationale):

☐ Separate writing space (provide rationale):

☐ Other accommodation (describe need and provide rationale):

- 2) Outline the details of any previous accommodation(s) you have received with FP Canada and/or any accommodations granted in other testing and/or professional environments:

- 3) Please indicate the type of supporting documentation included with this form:

☐ Doctor's / medical note ☐ Assessment documentation ☐ Other: _____

PART D – CANDIDATE AND EXAMINATION INFORMATION

Name		FP Canada ID	
Phone	Email		
Intended examination sitting	☐ CFP ☐ QAFP	☐ February	☐ May ☐ October

PART E – TERMS AND CONDITIONS

By signing and submitting this form, I understand and agree to abide by the following terms and conditions:

- I have reviewed and understand the Testing Accommodation policy outlined in either the [Guide to the CFP Examination](#) or the [Guide to the QAFP Examination](#).
- All decisions by FP Canada to grant testing accommodations are made on a case-by-case basis and are discretionary.
- If a testing accommodation is granted, it only applies to the current examination administration for which I am applying.
- FP Canada may take up to 30 days after receipt of all required documentation to review my request.
- Incomplete information on this form and/or insufficient supporting documentation may result in a delay processing my request, or the inability to grant my accommodation. Supporting documentation must be current (i.e. from within the last five years).
- All personal information submitted is subject to the terms of the [FP Canada Privacy Policy](#), and as such will only be used for the purpose of reviewing and granting my accommodation.

Signature

Date