

## Accommodation

Special needs clients are defined as clients who have a disability of an intellectual, physical, sensory, emotional or behavioral nature or a learning disability as identified by a qualified assessor.

The goal of accommodation is to reduce barriers within the curriculum, the learning environment, instruction and/or examinations that are interfering with a clients' ability to be successful in a program. It does not relieve the client of the responsibility to develop and maintain an acceptable standard of quality, skill and knowledge in the practice of the designated trade or occupation.

Accommodations are available in most programs administered by Alberta Apprenticeship and Industry Training (AIT). However, some accommodations may only be available at certain locations in the province.

Accommodations for apprentices attending technical training are available from the training provider delivering the technical training. It is the responsibility of the apprentice to notify the training provider regarding his/her special needs prior to the start of technical training.

## Instructions

Please Print

Client:

- Answer all questions in the client section that apply. Make sure to sign and date when the section is completed.

Assessor:

- Must be filled out and signed by a qualified assessor (e.g. doctor, psychologist, qualified counsellor employed or contracted by an organization or training provider)
- Answer all questions in the assessor section that apply.
- If the recommendation(s) needs further clarification please add it in the line next to the recommendation. If more space is required please use a separate piece of paper.
- If there is more information that can assist AIT in accommodating the client and the information will not fit on the form please provide that information on a separate piece of paper.

**NOTE: Do not include** psycho-educational assessments or medical notes. All copies must be returned to the client.

**PLEASE PRINT**

**CLIENT**

Name \_\_\_\_\_ (Last, First) DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
yyyy mm dd  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 AIT ID \_\_\_\_\_ Trade \_\_\_\_\_

**Filled out by apprentices only** Period of apprenticeship \_\_\_\_\_ Class start date \_\_\_\_/\_\_\_\_/\_\_\_\_  
yyyy mm dd

Client's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
yyyy mm dd

**ASSESSOR**

Name \_\_\_\_\_ (Last, First) Phone \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_

Organization / technical training institute \_\_\_\_\_

Was a professional assessment completed?  Yes  No If yes, date of the assessment? \_\_\_\_/\_\_\_\_/\_\_\_\_  
yyyy mm dd

Is this a one-time accommodation?  Yes  No If no, reassessment date? \_\_\_\_/\_\_\_\_/\_\_\_\_  
yyyy mm dd

Additional comments \_\_\_\_\_

**Recommended Accommodation(s)**

- Extra time \_\_\_\_\_  CD recording \_\_\_\_\_
- Private room w/extra time \_\_\_\_\_  Live reader \_\_\_\_\_
- Sign language interpreter \_\_\_\_\_  Scribe services \_\_\_\_\_
- Other \_\_\_\_\_

Assessor's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
yyyy mm dd

**AIT OFFICE USE ONLY**

Was an assessment or medical note provided?  Yes  No

Were special accommodations provided during technical training?  Yes  No

Will accommodations be made for client?  Yes  No

If no, provide rationale \_\_\_\_\_

If yes, what will be provided?

- Extra time  CD recording  Sign language interpreter
- Private room w/extra time  Live reader  Scribe services
- Other \_\_\_\_\_

AIT Staff Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
yyyy mm dd

Advanced Education is collecting this personal information under the authority of s. 33(c) of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25 ("FOIP Act") for the purposes of assessing the applicant's eligibility for accommodation during examinations and for research and statistical purposes. Your information will be managed in accordance with the FOIP Act. If you have any questions regarding the collection, use or disclosure of your personal information contact Director of Board and Intergovernmental Connections, toll free in Alberta by calling 310-0000 and ask for 780-427-5811 or by mail at *Advanced Education, 10<sup>th</sup> fl Commerce Place, 10155 – 102 Street, Edmonton, AB T5J 4L5*