

Accommodation

Clients requiring accommodations 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 (e.g. doctor, psychologist, qualified counsellor employed or contracted by an organization or training provider).

The goal of accommodation is to reduce barriers within the curriculum, the learning environment, instruction and/or examinations that are interfering with a client's 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 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 accommodation requirement prior to the start of technical training.

Accommodation Form

To be considered for accommodation during an AIT exam, please complete the form on page 2. This form needs to be completed by both the client and assessor. Please print.

Client Information section:

- Must be completed, signed and dated by the client/apprentice.

Assessor Information section:

- Must be completed, signed and dated 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 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.
- If a client provides a completed assessment by a qualified assessor, the office liaison or designate will fill out the assessor information based upon the recommendations made. In these cases, the liaison will sign the assessor section.

NOTE: Do not include psychometric assessments or medical notes. All copies must be returned to the client.

The AIT office use only section will be completed by an AIT officer.

PLEASE PRINT

CLIENT INFORMATION

Name _____ (Last, First) DOB ____/____/____
yyyy mm dd

Phone _____ Email _____

AIT ID _____ Trade _____

Period of apprenticeship: _____ Class start date ____/____/____
yyyy mm dd

Client's Signature _____ Date ____/____/____
yyyy mm dd

ASSESSOR INFORMATION (Please refer to page 1 for a definition of a qualified 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

Were accommodations provided during technical training? Yes No Unknown

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

Additional comments _____

Accommodation(s) recommended by assessor

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

Assessor's Signature _____ Date ____/____/____
yyyy mm dd

AIT OFFICE USE ONLY

Was an assessment or medical note provided? Yes No

Were accommodations provided during technical training? (Please Confirm) 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

The use and collection of your personal information will be managed in accordance with the FOIP Act. If you have any questions about the collection of this information, contact the Director of Board and Intergovernmental Connections, toll-free in Alberta at 310-0000 and ask for 780-427-5811, or by mail to Advanced Education, 10th Fl. Commerce Place, 10155 - 102 Street, Edmonton, AB T5J 4L5