



Process for Continuing Education Assigned Accommodations

Step 1: Learners are responsible for self-identifying and registering with Access and Inclusion Services (AIS) by submitting the [Public Accommodation Request](#) form and the [Continuing Education Request for Accommodations Form](#) at least three (3) weeks before the accommodation is required. As part of the registration process, learners must provide supporting documentation. Medical documentation must be from a qualified specialist, e.g., a physician, psychologist, or psychiatrist. Learners seeking accommodations based on **other protected grounds** must submit the required [form](#) from the AIS website.

Step 2: AIS will contact the learner to arrange an intake appointment with an Access Advisor (AA). The learner then meets with their AA, and accommodations are assigned based on the learner's documentation and the learner's specific limitations.

Step 3: Accommodations are assigned by the AA. The AA will provide the learner with access to their accommodation letter electronically.

Step 4: It is the learner's responsibility to provide a copy of their accommodation letter to each instructor. The learner may choose which accommodations they may (or may not) require in each course. Some accommodations require discussion regarding the specifics of how they will be implemented within the design and structure of the course.

****Note**** Given the unique nature of many continuing education courses, learners may not be aware of who their instructor is and/or are registered in a course that may be short in duration. If learners are not aware of who their instructor is, they will be advised to contact the Learner Engagement Advisor (LEA) in the Faculty of Continuing Education (conted@mtroyal.ca). The LEA will provide the learner with the CE contracted instructor's MRU email and direct the learner to forward the accommodation letter to the instructor prior to the course start date.

Step 5: If the instructor has any questions or concerns regarding the learner's accommodations, they should contact the learner's AA (name and contact information are at the bottom of the learner's accommodation letter). It is suggested that instructors keep a copy of the accommodation letter for their own records or to refer back during the duration of the course if needed.

Exempt Programs

This process will **not** be implemented for learners in the following programs, as these programs follow credit processes and timelines. The majority of learners with accommodations are in these programs:

- Academic Upgrading
- Funeral Services
- Massage Therapy
- Open Studies
- Personal Fitness Trainer