



BOARD POLICY

Policy name: RIDA Accommodations Policy

Short Summary: *Candidates may request accommodations by submitting a written request to the Registrar at ARIDO, specifying the accommodations they require.*

Issue date: April 14, 2025

Revision date: April 2026

Purpose:

To ensure equal access and opportunity for all candidates in the assessment process by providing reasonable accommodations for those wanting to enroll in the Registered Interior Designer Assessment Practice Readiness Program and/or Entrance Interview.

Scope:

Candidates who require accommodations to participate in the Practice Readiness Program and/or Entrance Interview, on a case-by-case basis.

Procedures:

1. Accommodation Request:

Candidates must submit a written request to the Registrar at least 10 business days prior to the scheduled start of the practice readiness program and/or Entrance Interview date. The request should include:

- A clear description of the accommodation being requested (e.g., extra time, modified format, assistive technology, breaks, etc.).
- Supporting documentation from a qualified professional (as applicable), stating the accommodation requested only (additional time, modified format, assistive technology, breaks, etc.).
- Where a Candidate has requested accommodation for the practice readiness program:

2. Review and Determination:

The Registrar, in consultation with relevant experts or professionals, will review the request and supporting documentation. A decision on the accommodation request will be made within 5 business days and communicated in writing to the candidate.

3. Implementation:

Approved accommodations will be implemented for the Practice Readiness Program and/or Entrance Interview and any subsequent stages of the assessment process.



Responsibilities:

- **Registrar:**
Receives and processes accommodation requests, coordinates with relevant professionals to confirm the accommodation that suits the individual needs and circumstances and communicates decisions to candidates.
- **Process Coordinator (and other staff as assigned):**
Implements any additional support or accommodations within the online learning or interview platforms.
- **Assessors:**
Implement approved accommodation during the Entrance Interview.

Communication:

1. **Accommodation Policy:**
Clear information about the accommodation policy and process will be readily available to all candidates prior to the start of the program.
2. **Confidentiality:**
All information related to accommodation requests will be treated with strict confidentiality.

Timelines:

- **Candidates Request for Accommodation**
Not less than 10 days prior to the start of the Practice Readiness program/Entrance Interview.
- **Acknowledgement of Application/Request:**
Within 2 business days.
- **Accommodation Review and Decision:**
Within 5 business days from the acknowledgment of the request.
- **Accommodation Confirmation of Decision in Writing:**
Within 3 business days of the decision.

Review and Revision:

1. **Annual Review:**
The accommodation policy and its effectiveness will be reviewed annually to ensure compliance with legal requirements and best practices.
2. **Feedback:**
Candidates will be asked to complete an anonymous post-accommodation survey. This survey will gather feedback on the accommodation process
3. **Policy Updates:**
Updates will be made as needed to address any identified issues and ensure its continued effectiveness.