



Accommodation Process

Our Commitment

The Hearings Office is committed to making discipline and fitness to practise processes accessible for participants. This means that participants are entitled to equal treatment without discrimination because of disability, place of origin, ancestry, family status and [other personal characteristics](#).

If you're not sure whether your circumstances qualify for accommodation, please [ask us](#).

How to Ask for Accommodation

The Hearings Office considers every request for accommodation. We try our best to accommodate all participants' needs, and the type of accommodation is decided on a case-by-case basis.

Please [contact us](#) as soon as possible with information about your request:

- The name of the RECE whose case you are participating in
- The protected ground(s) on which you are requesting accommodation
- How you would like your need to be accommodated

If you're not sure what to put in your request, you can ask the Hearings Office to call or email you. We can ask you questions to help determine what you need to be able to participate.

We will also follow up with you if we need any more information to respond to your request for accommodation.

Examples of Accommodation

Some examples of accommodations include:

- If your first language was different from the language of the case, the Hearings Office could book an interpreter.
- If you needed extra time to process information, the Hearings Office could ask other participants to speak slowly or plan for regular breaks.
- If a young child would be a witness, the decision maker could approve a support person who can be with the child while they testify.
- If you could not participate in an electronic (virtual) proceeding or meeting, the Hearings Office could provide technological support or you can ask that a different meeting format be used.