



GUIDE TO RHFAC PROFESSIONAL DESIGNATION

Version 1.3 February 2019

This guide was developed for individuals seeking a Rick Hansen Foundation Accessibility Certification™ Professional designation.

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Table of Contents

1. About Rick Hansen Foundation Accessibility Certification™	05
2. The RHFAC Professional Designation	06
3. RHFAC Accessibility Assessor Training Course	10
3.1 About the Course	10
3.2 Eligibility	11
3.3 Course Locations	12
3.4 Registering for the Course	12
4. RHFAC Professional Examination	13
4.1 Eligibility for the Exam	14
4.2 Exam Locations and Requirements	14
4.3 Registering for the Exam	15
4.4 Re-taking the Exam	17
4.5 Exam Objectives	17
4.6 Preparing for the Exam and Sample Questions	18

5. Applying for the RHFAC Professional Designation	19
6. Maintaining the RHFAC Professional Designation	21
6.1 Code of Ethics	21
6.2 Continuing Education Requirements	23
6.3 Use of RHF Logo and Marks	23
7. Appendices	24
Appendix A – Proof of Examination Completion	24
Appendix B – Proof of RHFAC Professional Designation	25
Appendix C – Computer System Requirements for the Online Exam	26
Appendix D – Exam Objectives	28
Appendix E – Sample Questions	33

*Field Experience only applies to individuals who completed the RHFAC Accessibility Assessor Training Course prior to July 2018.



Section 1: About Rick Hansen Foundation Accessibility Certification™

Thank you for your interest in obtaining a Rick Hansen Foundation Accessibility Certification™ (RHFAC) Professional designation. This guide* provides information on the requirements you will need to fulfill to receive and maintain the designation. Accessibility Assessors, hereby known as RHFAC Professionals, are the only individuals qualified to conduct an RHFAC rating.

Accessibility Certification is making a difference.

Our Accessibility Certification program is a rating system developed to help property owners and managers measure the accessibility of their Site(s), and promote increased access through the adoption of Universal Design principles.

It's the first program of its kind to:

- Measure a site's level of meaningful access based upon CSA B651 standards that considers the holistic user experience of people of all abilities, including those with mobility, vision, and hearing disabilities;

*The most recent version of this manual is available on the Rick Hansen Foundation website. If any discrepancies occur between the electronic version of the guide and the official published version, the electronic version will prevail.

- Train individuals to conduct ratings and become designated RHFAC Professionals through formal instructional training and a standardized professional exam developed by RHF and facilitated by CSA Group; and
- Recognize an organization's commitment to accessibility through an optional public listing and labelling of certified sites as 'RHF Accessibility Certified' or 'RHF Accessibility Certified Gold'.

Planning for accessibility means Sites are prepared for Canada's changing demographics, as well as provincial or federal accessibility legislation. Facilities can attract more customers, employees, and/or tenants, and be acknowledged for their commitment to accessibility. By participating in this program, business and organizations become leaders in building a Canada that's accessible for all.

To learn more, please visit www.rickhansen.com/rhfac.

Section 2: The RHFAC Professional Designation

The Rick Hansen Foundation (RHF) developed the RHFAC Professional designation in consultation with industry stakeholders and accessibility experts, including the RHFAC Advisory Committee. The designation ensures an individual possesses the competencies necessary to perform the duties of an RHFAC Professional and conduct RHFAC ratings in the built environment. It augments the expertise and qualifications of building industry professionals such as architects or engineers.

Qualify and maintain an RHFAC Professional designation in 5 steps:

**1**

Pass the Training Course (Section 3).

**2**

Pass the RHFAC Professional Exam within 12 months of completing the Training Course. Note: the exam is administered separately from the Training Course (Section 4).

**4**

Apply for RHFAC Professional designation and sign up to the RHFAC Registry (Section 6). Create a profile on the RHFAC Professional Directory.

**5**

Uphold your designation (Section 7).

Qualified Assessors are the only individuals qualified to conduct an RHFAC rating. All individuals who obtain the RHFAC Professional designation are listed in the [RHFAC Registry](#), hosted by CSA Group. For more detailed profiles, please see the [RHFAC Professional Directory](#). This allows interested organizations to contact RHFAC Professionals directly to conduct a rating.

Core Competencies

Individuals who hold the RHFAC Professional designation are expected to perform a range of duties in three integrated areas:

The rating process

- Applying and awarding points within the RHFAC Rating Survey

The Survey is designed to measure the meaningful access of a variety of settings in the built environment for people with physical disabilities.

- Identifying positive accessibility features and determining where meaningful access exceeds minimum code requirements
- Identifying physical barriers and obstacles for people with disabilities
- Completing the RHFAC Rating Survey and submitting it for adjudication through the RHFAC Registry
- Communicating rationale and providing evidence for awarding all points effectively and concisely to the adjudicator



Client communication

- Communicating positive accessibility features as key areas of success
- Communicating physical barriers and obstacles in the built environment as key areas of improvement
- Explaining the impact of the social and physical environment on people with disabilities
- Displaying professionalism in promoting inclusive design principles and meaningful access

Knowledge of inclusive design principles

- Integrating inclusive design principles and standards when planning and executing an rating
- Applying understanding and interpretation of standard construction drawing terms
- Applying knowledge of applicable building code requirements to plans and drawings
- Integrating relevant legislation, regulations, and standards when planning, executing, and reporting on a rating
- Integrating knowledge of intended use of the space into the design, to improve functionality and access

Section 3: RHFAC Accessibility Assessor Training Course

The RHFAC Accessibility Assessor Training Course helps individuals gain the knowledge and skills necessary to measure a Site for its level of meaningful access. Passing this course is the first step you must take to qualify for the RHFAC Professional designation.

3.1 About the Course

The RHFAC Accessibility Assessor Training Course combines theory and hands-on practice to train individuals who are planning, designing, and constructing the built environment to understand accessibility from the perspective of people with disabilities, and measure the accessibility of their venues. Participants learn how to deliver consistent, professional site evaluations that determine the level of access for people with disabilities.

Topics covered include:

- Disability Awareness
- RHF Accessibility Certification Basics
- Legal Framework and Compliance
- Universal Design
- Construction Documents and Sites

The course is graded Pass or Fail. To pass, you must:

- Attend the course (80% minimum attendance required), and;
- Successfully complete the course assignment (case study).

You will receive a Certificate of Completion or official transcript from the institution when you meet these requirements. In order to qualify for the RHFAC Professional designation, you will need to provide either of these two documents as proof of course completion.

3.2 Eligibility

Who should take this course?

People who wish to qualify for the RHFAC Professional designation or simply apply the skills in their current role. It is recommended for professionals who are involved in assessing, designing, constructing, commissioning, or maintaining Sites or their surroundings or have related experience. They would include Architects, Engineers, Developers, Municipal Planners, Consultants, Builders, Contractors, Interior Designers, Building Code Specialists, Policymakers, Building Inspectors, Auditors or Assessors.

Prerequisites include the following:

- You have a diploma of technology in architecture, engineering, urban planning, interior design or a related program;
- You have a Journeyman Certificate of Qualification in a designated trade related to building construction;
- You are an engineer or are eligible for registration as an engineer;
- You are an architect or are eligible for registration as an architect; OR
- You have a minimum of five years' experience related to building construction.

You should possess a high level of proficiency with computer systems and programs, including MS Excel, as well as solid written and verbal communication skills.

3.3 Course Locations

For a list of course locations and dates across Canada, please visit <https://www.rickhansen.com/become-accessible/professional-training>

3.4 Registering for the Course

To register, contact the institution hosting the course in your area. All fees are set by and paid to the institution where the course is held.



Section 4: RHFAC Professional Examination

The RHFAC Professional Examination is designed to test your understanding of the general concepts and principles taught in the RHFAC Accessibility Assessor Training Course. Passing the exam confirms individuals have the knowledge and skills necessary to conduct RHFAC ratings. This exam is not part of the RHFAC Accessibility Assessor Course. **You must register, pay a fee, and take this exam in order to qualify for the RHFAC Professional designation.**

The exam was developed by RHF, and exclusively facilitated by CSA Group and its third-party test provider, Kryterion. Passing the exam is the second step you must take to qualify for the RHFAC Professional designation.

The exam:

- consists of 80 multiple-choice questions
- has a two (2) hour time limit
- has a passing mark of 75%
- is closed book
- is offered in English only
- is a computer-based exam

CSA is solely responsible for administering the RHFAC Professional Exam. Please direct all questions regarding the exam to the [CSA Shop](#) or contact CSA Group directly at CSA Group 1-800-463-6727 or training@csagroup.org.

4.1 Eligibility for the Exam

Following successful completion of the RHFAC Accessibility Assessor training course, you will be eligible to take the RHFAC Professional exam, administered by CSA Group. Please note the following important requirements:

- When registering to take the exam, you must upload a digital copy of your Certificate of Completion to the CSA Group's website.
- The RHFAC Professional exam must be completed **within 12 months** of the last in-class day of your RHFAC Accessibility Assessor training course.

4.2 Exam Locations and Requirements

You have two location options for taking the computer-based exam:

- **At a test centre (on-site proctoring)**
Please visit www.kryteriononline.com/Locate-Test-Center for locations of the 45 test centres across Canada. Please see the box below if you require accommodations for the exam. Accessibility accommodations can only be made at physical test centres.
- **Using your own computer system (online monitoring)**
Please refer to Appendix C to see if your computer system, including your webcam, meets the hardware and software requirements.

Making Accessibility Accommodations

Accessibility accommodations are available at physical test centres. You must submit a request in writing to training@csagroup.org at least 30 calendar days in advance of the exam date.

The request must indicate your preferred test centre location and type of accommodation required. CSA Group will work with Kryterion, the third-party testing provider, to make the arrangements. Please note that accommodations, including screen readers, are only available at selected test centres.

4.3 Registering for the Exam

To register for the exam, please follow these five steps:

1. Purchase the **RHFAC Professional Exam** on the [CSA Shop](https://store.csagroup.org) (<https://store.csagroup.org>). You can choose to pay by credit card (Visa, MasterCard, or American Express) or by invoice. The exam fee is \$350 CAD.
2. Once you make your payment, you will receive an email from training@csagroup.org containing a username and password to the CSA Group's Virtual Learning Environment (VLE), where you will complete your online application.
3. After completing your application, you will receive two additional emails from training@csagroup.org:
 - A “CSA Group/Test Taker Account Confirmation” email, allowing you to create an account and password for the exam scheduling website
 - An “Eligible to Test” email, including the voucher code required to “pay” for your exam on the exam scheduling website. Please note: the voucher code expires within six months.

You must follow the instructions within these two emails in order to log on to schedule your exam.

4. Once you have logged into the exam scheduling website, select:
 - “On-site Proctoring”, if you are taking the exam at a test centre (see Section 4.2 to find exam locations and make accessibility accommodations, if needed), OR
 - “Online Proctoring”, if you are taking the exam online (see Appendix C to ensure your computer meets system requirements.)

You will be asked to select your exam location, date, and time, and enter the voucher code. **The voucher code is case sensitive - we advise you to copy and paste it into the required box.**

5. When you are registered successfully, you will receive an email receipt/scheduling confirmation from training@csagroup.org with the subject line “CSA Group/Exam Registration Confirmation”.

The email contains the authorization code and general exam instructions. You must have this with you to take the exam.

On Examination Day

To be admitted into the exam, whether at a test centre or online, you must:

- Arrive 15 minutes ahead of the scheduled exam;
- Bring the email receipt/scheduling confirmation (see Section 4.3, Step 5); and
- Bring TWO forms of ID. One must be a current photo identification with signature (i.e., driver’s license, passport, or immigration card).

4.4 Re-Taking the Exam

You can re-take the exam an unlimited number of times. To do this, you must re-purchase the Voucher Code on the RHFAC Professional Exam on the [CSA Shop](https://rickhansen.com/CSAexam) (<https://rickhansen.com/CSAexam>). Each time you re-take the exam, the fee is \$200 CAD.

4.5 Exam Objectives

Please see Appendix D for guidance on the exam's objectives and focus areas.

The exam weighing will be as follows:

1. Understand the built environment = 5%
2. Understand disability, accessibility, and barriers = 17%
3. Read, understand, and interpret Site construction documents = 5%
4. Understand and interpret relevant legislation, regulation, and standards = 4%
5. Understand and apply Universal Design principles, concepts, and standards to a space = 28%
6. Understand, apply, and use the RHFAC Rating System = 5%
7. Pre-RHFAC rating activities = 6%
8. Understand, apply, and use the RHFAC Rating System = 10%
9. Post-assessment analysis and evaluation = 20%

4.6 Preparing for the Exam and Sample Questions

To prepare for the exam, please review:

- *RHFAC Accessibility Assessor Training Student Guide*, provided at the RHFAC Accessibility Assessor Training Course; and
- *RHFAC Ratings Professional Handbook*, supplementing the Student Guide.

Sample Questions

Please see Appendix E for seven questions that are similar in style to those found on the exam. The correct responses have also been provided.

Section 5: Applying for the RHFAC Professional Designation

Once you have completed the three steps detailed in Sections 3-5, you may apply directly to RHF for the RHFAC Professional designation by emailing access@rickhansen.com.

Your application must include two documents:

- An official transcript from the institution demonstrating you have passed the RHFAC Accessibility Assessor Training Course;
- An official letter (PDF) from CSA Group demonstrating you have passed RHFAC Professional Exam (see Appendix A for an example); and

Issuing the Designation

After reviewing the two documents, RHF will award the RHFAC Professional designation. You will receive an official confirmation letter and membership number. You must keep this letter in your files for two reasons:

- It is proof that you have been awarded the designation.
- In order for you to be able to submit ratings to be adjudicated, CSA Group must approve your access to the RHFAC Registry, therefore you will need to upload this letter when you register as an RHFAC Professional.

RHF will provide you with the information needed to access and be publicly listed with all other designated RHFAC Professionals on the [RHFAC Registry](#). You are responsible for creating an account and setting up your listing on the RHFAC Registry. You may also create a detailed profile on the [RHFAC Professional Directory](#) on RHF's website. Potential clients will be directed to this page to choose an RHFAC Professional for their rating.

Please see Appendix B, pg. 25 for a sample Proof of RHFAC Professional Designation.



Section 6: Maintaining the RHFAC Professional Designation

Your RHFAC Professional designation has no expiry date. To uphold the designation, you must follow:

- the RHFAC Professional Code of Ethics,
- continuing education requirements, and
- policies regarding the use of RHF logos and marks.

6.1 Code of Ethics

The Rick Hansen Foundation has developed this Code of Ethics to provide guidance on the principles to individuals who have been awarded an RHFAC Professional designation to allow them to conduct ratings under the Rick Hansen Foundation Accessibility Certification™ (RHFAC) program.

- **Conduct:** A designated RHFAC Professional shall conduct themselves in an ethical and responsible manner, and provide a professional level of service to his or her clients and employers.
- **Confidentiality:** A designated RHFAC Professional shall not disclose confidential information obtained during the course of their work unless disclosure is permitted by the client or required for adjudication or approval of the RHFAC Rating.
- **Conflict of Interest:** A designated RHFAC Professional shall not place themselves in a conflict of interest with their client or employer and must promptly disclose to the client, employer or RHF any situation where a business or personal interest might be construed as affecting the designated RHFAC Professional's objectivity or independence.

- **Competence:** A designated RHFAC Professional shall only undertake work they are competent to carry out.
- **Continuing Education:** A designated RHFAC Professional shall maintain and upgrade the knowledge and skills necessary to carry out their professional work.
- **Professional Liability:** A designated RHFAC Professional shall assume any and all personal liability associated with their work or conduct. RHF shall not assume any responsibility or liability, of any kind, whatsoever, for a designated RHFAC Professional's work or conduct. RHFAC Professionals are strongly encouraged to obtain professional liability insurance.
- **Integrity:** A designated RHFAC Professional shall act in good faith, uphold the integrity and reputation of the profession and RHF.
- **Professional Relationships:** A designated RHFAC Professional shall act towards colleagues in the spirit of mutual cooperation, as well as assist and encourage beginners in the profession. Designated RHFAC Professionals shall also support and further the RHFAC program.
- **Fees:** Designated RHFAC Professionals shall charge fair and reasonable fees to conduct RHFAC Ratings that fairly reflect the knowledge, experience, skill and time involved in performing the services.

A failure to adhere to this Code of Ethics may result in temporary or permanent removal of the RHFAC Professional designation, the right to use or refer to having earned the RHFAC Professional designation, and/or access to the RHFAC Registry.

6.2 Continuing Education Requirements

It is important that all designated RHFAC Professionals stay current with best practices in accessible and inclusive design, and with the RHFAC Rating Survey. RHF, along with the RHFAC Advisory Committee, is developing a requirement for all designated RHFAC Professionals to take continuing education units every two (2) years.

6.3 Use of RHF Logos and Marks

Once you receive official confirmation of your RHFAC Professional designation by receipt of Professional Designation Letter from RHF, you may represent yourself with an RHFAC Professional designation.

Representation under this program **does not** authorize you any rights to the use of RHF's or CSA's name or logo (mark). All requests for the use of the mark must be made in writing and expressly authorized by RHF. As part of the program monitoring, RHF routinely reviews advertisements, catalogs, websites, and promotional material to confirm compliance. Unauthorized use of the RHF mark constitutes cause to initiate procedures for withdrawal of your RHFAC Professional designation and in severe cases, may constitute grounds for legal action.

Appendices

Appendix A: Proof of Examination Completion

Upon completion of the RHFAC Professional Exam, you will receive an email from CSA Group that summarizes your preliminary results. Please note that this is not the official proof of examination completion. You will receive your official test results from CSA Group by letter (PDF).

Here is an example of the PDF letter you will receive from CSA Group:



Appendix B: Proof of RHFAC Professional Designation

Here is an example of the RHFAC Professional Designation Letter you will receive from RHF:

DATE

Dear **NAME**,

Congratulations! This letter is to confirm you have completed all the requirements necessary to receive an RHFAC Professional Designation.

Your RHFAC Membership Number is P1000XX.

Name:
Organization:
Email:
Direct Phone Number:

Please contact us at access@rickhansen.com if the contact information above is not correct or if this information should change in the future.

While your professional designation has no expiry date, the RHFAC Advisory Committee is considering introducing a requirement for all RHFAC Professionals to take continuing education units every three to five years to ensure best practices. You must also adhere to the RHFAC Professional Code of Ethics.

Please keep this letter for your files. It is proof that you have been awarded the designation. In order for CSA Group to approve your access to the RHFAC Registry, you must upload this letter when you register as an assessor.

Thank you for helping make Canada more accessible and inclusive for people with disabilities.

Sincerely,

Sarah McCarthy
Vice President, Strategic Initiatives
Rick Hansen Foundation

Page 1 of 1

For more information, visit rickhansen.com or email our Program Coordinator at access@rickhansen.com

Appendix C: Computer System Requirements for the Online Exam

Hardware and software:

Windows	Mac
<p>Hardware</p> <ul style="list-style-type: none">• Minimum 50MB available space• Screen resolution 1024x768 or greater• Webcam and Microphone – USB only• Internet access (recommended minimum of 1 mbps upload/ 1 mbps download) Ping must be below 200 ms• Operating Systems<ul style="list-style-type: none">• Windows 7• Windows 8.1 Only (touch screens require the use of a mouse and keyboard)• Windows 10 (touch screens require the use of a mouse and keyboard)	<p>Hardware</p> <ul style="list-style-type: none">• Minimum 50MB available space• Screen resolution 1024x768 or greater• Webcam and Microphone – USB only• Internet access (recommended minimum of 1 mbps upload/ 1 mbps download) Ping must be below 200 ms• Operating System OS X<ul style="list-style-type: none">• 10.9.2 Mavericks• 10.10 Yosemite• 10.11 El Capitan
<p>Installed Applications</p> <ul style="list-style-type: none">• Internet Explorer 11 or Edge required for Sentinel Secure™• Adobe Flash ActiveX (latest for Internet Explorer)• Net Framework 4.0• Ports Opened<ul style="list-style-type: none">• 80x443• Administrator Rights	<p>Installed Applications</p> <ul style="list-style-type: none">• Safari (latest version) required for Sentinel Secure™• Ports Opened<ul style="list-style-type: none">• 80x443• Administrator Rights

Webcam:

**A camera is required to take the online exam for remote monitoring.
The recommended specifications are:**

- Minimum Video Resolution of 640x480 with a frame rate of 30 fps
- High speed USB 2.0 connection – Plug and Play preferred
- Manual focus ring (no auto zoom or auto focus – must be turned off)
- Built-in microphone highly recommended
- Cameras with a heavy base and flexible neck to allow for easier placement
- Cord length of 6' (2m) or more

Please note: A digital camcorder, smartphone, tablet, or additional laptops/computers are not acceptable as camera alternatives.

Appendix D: Exam Objectives

The following chart provides guidance on the exam's objectives and focus areas:

	Concept	Exam Weight
A	Understand the built environment <i>(RHFAC Accessibility Assessor Training Student Guide, Section 1)</i> <ul style="list-style-type: none">• Define elements of the built environment	5%
B	Understand disability, accessibility, and barriers <i>(RHFAC Accessibility Assessor Training Student Guide, Section 2)</i> <ul style="list-style-type: none">• Use contextual language appropriately• Define types of disabilities• Recognize impact of disabilities on experience with social and physical environment• Define common access issues in public facilities/spaces	17%

<p>C</p>	<p>Read, understand, and interpret Site construction documents</p> <p><i>(RHFAC Accessibility Assessor Training Student Guide, Section 6)</i></p> <ul style="list-style-type: none"> • Read and understand main types of drawings • Explain the key features and symbols on a construction drawing 	<p>5%</p>
<p>D</p>	<p>Understand and interpret relevant legislation, regulation, and standards</p> <p><i>(RHFAC Accessibility Assessor Training Student Guide, Section 5)</i></p> <ul style="list-style-type: none"> • Understand appropriate human rights and disability legislation related to access and inclusion • Understand appropriate building legislation, regulations, and standards related to access and inclusion • Explain the process for administering and enforcing building regulations 	<p>4%</p>



<p>E</p>	<p>Understand and apply Universal Design principles, concepts, and standards to a space <i>(RHFAC Accessibility Assessor Training Student Guide, Section 4)</i></p> <ul style="list-style-type: none"> • Locate Universal Design guidelines and criteria • Explain Universal Design principles and concepts • Explain the concepts of Universal Design versus code compliance • Describe concepts of meaningful access 	<p>28%</p>
<p>F</p>	<p>Understand, apply, and use the RHFAC Rating System <i>(RHFAC Accessibility Assessor Training Student Guide, Section 3)</i></p> <ul style="list-style-type: none"> • Define the categories and elements of the RHFAC Rating Survey • Understand the differences in the RHFAC certification levels 	<p>5%</p>

<p>G</p>	<p>Pre-RHFAC rating activities <i>(RHFAC Accessibility Assessor Training Student Guide, Section 3)</i></p> <ul style="list-style-type: none"> • Locate applicable building codes and construction documents • Review safety requirements and procedures 	<p>6%</p>
<p>H</p>	<p>Understand, apply, and use the RHFAC Rating System <i>(RHFAC Accessibility Assessor Training Student Guide, Section 3)</i></p> <ul style="list-style-type: none"> • Review construction documents • Take and record measurements as necessary (lighting, sound, distances, weights, etc.) • Identify positive access features and disability group affected 	<p>10%</p>

I Post-assessment analysis and evaluation

20%

(RHFAC Accessibility Assessor Training Student Guide, Section 3)

- Apply RHF rating to evaluate current state based on assessment activities
- Perform gap analysis of current state to universal design standards
- Apply Universal Design standard in RHFAC Scorecard (summarize findings)
- Determine desired state and recommendation
- Develop RHFAC rating feedback
- Communicate findings with Site contacts



Appendix E: Sample Questions

The following seven questions are similar in style to those found on the exam:

1. What is the best example of going beyond code minimums to provide meaningful access/innovation to Interior Circulation?

- A. Provide colour-contrast between floor surfaces and walls.
- B. Provide elevator, escalator and stairs in the same area with good signage, including blade signage where helpful.
- C. Provide assisted listening system at reception counter.
- D. Provide handrails on both sides of stairs.

CORRECT RESPONSE: B

Option B is correct. Grouping circulation options together means all parties can travel together; a person with a disability does not need to “find the elevator” while others use the main staircase. This Universal Design feature is not included in code. Option A and C provide examples that do not directly relate to circulation. Option D provides an example that is included in code.

2. Refer to the image below. What is the **LEAST** important improvement to make to this Exterior Stairway?



- A. Add fragrant plants in an adjacent planter to stairs that is in contrasting colour to surroundings.
- B. Add tactile attention indicator on top of stairs, and colour-contrast strip along nosing.
- C. Add handrails down each side that are colour-contrasted with their surroundings.
- D. Add barrier on corner and along sides that do not have handrails.

CORRECT RESPONSE: A

Option A is correct as sensory indicators such as fragrant plants should not be used for alerting people that they are approaching stairs. Options B, C and D include more important improvements for the Exterior Stairway.

3. Which of the following statements is MOST TRUE regarding RHFAC Rating Survey?

- A. All elements in the Vehicular Access category must be rated.
- B. Parking does not need to be included in the rating, if the participating organization is not in control of the parking area/facility.
- C. Vehicular Access includes parking, passenger drop-off zone, public transit and exterior ramps.
- D. Illumination is not included in the Vehicular Access category; rather it is only included in Interior Services and Environment category, as Illumination Considerations element.

CORRECT RESPONSE: B

Option B is correct. If the participating organization does not control the parking area/facility, then it should not be included in the rating by marking it as not applicable.



4. Which statement is LEAST TRUE regarding construction drawings?

- A. Specifications are precise descriptions of products, materials, standards, equipment, services, construction systems, construction methods and processes, and workmanship.
- B. A Schedule is a list or table which contains detailed information about construction elements that typically include: doors and door hardware, Site lists, and lists of accessories, furniture and room finishes.
- C. A Title Block is contained on drawings on engineering or architectural Sites that typically include but not limited to: Site name and address/location, Site number, date, and drawing title.
- D. A Material Board is contained on drawings typically providing a list of vendors supplying any materials, along with specifications of all materials required.

CORRECT RESPONSE: D

Option D is the least true. A Material Board is a stand-alone board with colours and textures included in the design of the space. Options A, B, and C are true.

5. Which statement is MOST TRUE about adapting to the environment?

- A. People with low vision use colour-contrast to distinguish between features, such as doors and walls.
- B. People who are blind all benefit from assisted listening devices to help clarify conversations at reception counters and in assembly halls.
- C. People who are hard of hearing are often distracted from reading lips by high glare on signage.
- D. People with mobility impairments require well-illuminated signage in situations where signage is mounted higher than expected.

CORRECT RESPONSE: A

Option A is the most true. Options B, C, and D may help some people, but are not directly related to the disability mentioned.



6. Which of the following statements is LEAST ACCURATE when applying Universal Design?

- A. There are 7 principles of Universal Design.
- B. An example of “Principle 2: Flexible in Use” is a levered handset and pull style cupboard/closet hardware.
- C. An example of “Principle 5: Tolerance for Error” is wider staircases, offset faucets on showers/tubs, and the use of contrasting colour to highlight hazards.
- D. An example of “Principle 6: Low Physical Effort” is Wayfinding with a combination of sensory features and colour.

CORRECT RESPONSE: D

Wayfinding with a combination of sensory features and colour is not directly related to Universal Design Principle 6: Low Physical Effort. Responses A, B, and C are true statements.

7. What is the minimum rating score required to achieve an RHFAC certification level?

- A. 40%
- B. 60%
- C. 80%
- D. 100%

CORRECT RESPONSE: B

There are two RHFAC Certification levels: (1) RHF Accessibility Certified Gold, which requires a rating score between 80%-100% and (2) RHF Accessibility Certified, requires a rating score between 60%-79%. Anything below 60% does not meet RHFAC Certification Levels. Therefore the minimum rating score required to achieve an RHFAC certification level is 60%.

Rick Hansen Foundation

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