



# RHFAC PROFESSIONAL DESIGNATION

Version 1.4 May 2023

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

© 2023 Rick Hansen Foundation  
Version 1.4 May 2023

# Table of Contents

|   |    |
|---|----|
| <b>1. About Rick Hansen Foundation Accessibility Certification™</b> | 05 |
| <b>2. RHFAC Professional Designation</b>                            | 06 |
| <b>3. RHFAC Training</b>  | 10 |
| 3.1 About the Course  | 10 |
| 3.2 Prerequisites   | 11 |
| 3.3 Course Locations  | 12 |
| 3.4 Registering for the Course                                      | 12 |
| <b>4. RHFAC Professional Exam</b>                                   | 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  | 16 |
| 4.5 Preparing for the Exam  | 16 |



|   |    |
|---|----|
| <b>5. Applying for the RHFAC Professional Designation</b>     | 17 |
| <b>6. Appendices</b>  | 19 |
| Appendix A – Computer System Requirements for the Online Exam | 19 |
| Appendix B – Exam Objectives                                  | 21 |
| Appendix C – Sample Questions                                 | 26 |
| Appendix D – Proof of Examination Completion                  | 31 |
| Appendix E – Proof of RHFAC Professional Designation          | 32 |



## 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 the designation. RHFAC Professionals are the only individuals qualified to conduct an RHFAC rating.

### Accessibility Certification is making a difference.

RHFAC 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 that considers the holistic user experience of people of all abilities, including those with mobility, vision, and hearing disabilities;
- Train individuals to conduct ratings and become designated RHFAC Professionals through formal instructional training and a standardized Professional Exam developed by RHF, facilitated by CSA Group and administered by Measure Learning; 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'.

\*The most up to date version of this manual is available on the Rick Hansen Foundation website (<https://www.rickhansen.com/RHFAC-Designation-Guide>). If any discrepancies occur between the electronic version of the guide and the official published version, the electronic version will prevail.

Planning for accessibility means Sites are prepared for Canada’s changing demographics, as well as provincial and 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, businesses and organizations become leaders in building a Canada that’s accessible for all.

To learn more, please visit [www.rickhansen.com/RHFAC](http://www.rickhansen.com/RHFAC).



## Section 2: RHFAC Professional Designation

The Rick Hansen Foundation (RHF) developed the RHFAC Professional designation in consultation with industry collaborators 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.

RHFAC Professionals are the only individuals qualified to conduct an RHFAC rating.

### Qualify and maintain your RHFAC Professional designation in 5 steps:

**1**

Pass the Training Course (Section 3).

**2**

Pass the RHFAC Professional Exam within 6 months of completing the Training Course. Note: the Exam is administered separately from the Training Course (Section 4).

**3**

Apply to RHF for your RHFAC Professional designation.

**4**

Finalize the RHFAC Professional designation and sign up to the RHFAC Registry (Section 5). Join the Accessibility Professional Network (APN) and create a profile on the RHFAC Professional Directory.

**5**

Uphold your designation  
(See Guide: Maintaining Your RHFAC Designation)



## Core Competencies

Individuals who hold the RHFAC Professional designation are expected to perform a range of duties in 3 integrated areas:

### The rating process

- Applying and awarding points accurately to features 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 mobility, vision and hearing 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 each step of the RHFAC rating and certification process
- 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 Universal Design principles and meaningful access

## **Knowledge of Universal Design principles**

- Integrating Universal 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 Training

RHFAC Training 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

RHFAC Training 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 Sites using RHFAC methodology. Participants learn how to deliver consistent, professional site evaluations that determine the level of access for people with disabilities.

Participants will learn:

- The impact of the social and physical environment on people with disabilities;
- Relevant legislation, regulations, and standards needed when planning and executing a rating;
- Universal design principles and standards when planning and executing a rating;
- How to interpret and navigate a set of construction drawings; and
- How to communicate and support rating findings to clients, and prepare a recommendation report, reflecting compliance and gaps related to relevant human rights and accessibility legislation, regulations, and Universal design standards.

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, letter 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 any of these three documents as proof of course completion.

## 3.2 Prerequisites

- You have a diploma or at least two years of completed post-secondary studies in architecture, engineering, urban planning, interior design or a related program; or
- You have a Journeyperson Certificate of Qualification in a designated trade related to building construction; or
- You are an engineer (or eligible for registration as an engineer); or
- You are an architect (or eligible for registration as an architect); or
- You have a minimum of five years of construction experience; or
- You have an equivalent combination of lived experience and built environment knowledge.

Education and credentials awarded outside of Canada will be considered.

Do you feel strongly that you would be a good candidate but do not meet the above requirements? Please contact us – we will be pleased to discuss your options at [training@rickhansen.com](mailto:training@rickhansen.com).

### 3.3 Course Locations

For a list of course locations and dates across Canada, please visit [RickHansen.com/Training](https://rickhansen.com/training).

### 3.4 Registering for the Course

To register, contact the institution where you are interested in taking the course. All fees are set by and paid to the institution where the course is held.





## Section 4: RHFAC Professional Exam

The RHFAC Professional Exam is designed to test your understanding of the general concepts and principles taught in RHFAC Training. Passing the exam confirms individuals have the knowledge and skills necessary to conduct RHFAC ratings. The exam is not part of the RHFAC Training course. **You must register, pay a fee, and take the 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, Meazure Learning. 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 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](mailto:training@csagroup.org).

## 4.1 Eligibility for the Exam

Following successful completion of the RHFAC 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 RHFAC Training course proof of course completion to the CSA Group's website.
- Starting April 1st, 2023, the RHFAC Professional Exam must be completed **within 6 months** of receiving proof of course completion instead of 12 months.

## 4.2 Exam Locations and Requirements

You have 2 options for taking the computer-based exam:

- **At a test centre (on-site proctoring)**  
There are test centres across Canada for you to select upon registration. Accessibility accommodations can be made at test centres. Please see the box below if you require accommodations for the exam.
- **Using your own computer system (online monitoring)**  
Please refer to [Appendix A](#) 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](mailto: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 Meazure Learning, the third-party testing provider, to make the arrangements.

## 4.3 Registering for the Exam

To register to write the exam online, follow these steps:

1. Purchase the [RHFAC Professional Exam on the CSA Store](#). You will be able to make your payment by credit card (Visa, MasterCard or American Express) or by invoice. The exam fee is \$350 CAD.
2. After you have made your payment, you will receive an email from [training@csagroup.org](mailto:training@csagroup.org). This email will include a username and password that will allow you to log in to the CSA Group's Virtual Learning Environment (VLE) and complete your online application.
3. After completing your application, you will receive an email from [training@csagroup.org](mailto:training@csagroup.org) with the subject "CSA Group Exam Information Inside". This email provides your username and instructions to update your password for the exam scheduling website.
4. Once you're logged into the exam scheduling website, select the "Location" tab if you want to write the exam at a test centre or the "Online Proctoring" tab if you want to write the exam online.
  - In the **online tab**, use the drop-down to select your time zone. Select an available date from the calendar. Select a time from the drop-down. Click 'submit booking'.
  - In the **location tab**, you can select a city from the drop-down menu. A list of available test centres will appear below. Select the centre you want to write the exam at. Enter 3 preferred dates and times and click 'confirm booking request'.
5. When you are successfully registered:
  - **For an online proctored exam**, you will receive an email from [training@csagroup.org](mailto:training@csagroup.org) with the subject "Exam booked for CSA Group." This will have all the exam details and instructions on preparing your workstation for exam day.

- **For an in-person exam:** you will receive an email from [training@csagroup.org](mailto:training@csagroup.org) with the subject “Exam booked for CSA Group.” This email will have the day and time of your scheduled exam.

## 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 for 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 Preparing for the Exam

To prepare for the exam, please review:

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

[Appendix B](#) provides guidance on the exam's objectives and focus areas.

[Appendix C](#) includes questions that are similar in style to those found on the exam.

### On Examination Day

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

- Arrive 15 minutes ahead of the scheduled exam;
- Bring the username and password you used for Meazure Learning site to schedule your exam.
- Bring 2 forms of ID. One must be a current photo identification with signature (i.e., driver’s license, passport, or immigration card), etc.



## Section 5: Applying for the RHFAC Professional Designation

Once you have completed the 2 steps detailed in Sections 3-4, you may apply directly to RHF for the RHFAC Professional designation by [completing the application form](#).

You will be required to submit the following details in your application:

- An official transcript, or certificate of completion from the institution, or a letter of completion demonstrating you have passed the RHFAC Training Course;
- An official letter (PDF) from CSA Group demonstrating you have passed RHFAC Professional Exam (see [Appendix D](#) for an example); and
- Your contact information that you will be registering with, as an RHFAC Professional:
  - Name
  - Organization Name
  - Email
  - Direct Phone Number

## 5.1 Issuing the Designation

After reviewing the designation application, 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 2 reasons:

- It is proof that you have been awarded the designation.
- As a newly designated RHFAC Professional, you can now register yourself on the [RHFAC Registry](#) for clients to hire you as an RHFAC Professional. You will need to upload this letter during the registration process.

Please see [Appendix E](#), for a sample RHFAC Professional Designation letter.



# Appendices

## Appendix A: Computer System Requirements for the Online Exam

Hardware and software:

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

## **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 B: Exam Objectives

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

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

|          |  |    |
|----------|--|----|
| <b>C</b> | <b>Understand the RHFAC Rating System</b><br><i>(RHFAC Training Student Guide, Section 3)</i> <ul style="list-style-type: none"><li>• Define the categories and elements of the RHFAC Rating Survey</li><li>• Understand the differences in the RHFAC certification levels</li></ul> | 5% |
| <b>D</b> | <b>Pre-RHFAC rating activities</b><br><i>(RHFAC Training Student Guide, Section 3)</i> <ul style="list-style-type: none"><li>• Locate applicable building codes and construction documents</li><li>• Review safety requirements and procedures</li></ul>                             | 6% |



|                 |   |            |
|-----------------|---|------------|
| <p><b>E</b></p> | <p><b>Apply and use the RHFAC Rating System</b><br/> <i>(RHFAC Training Student Guide, Section 3)</i></p> <ul style="list-style-type: none"> <li>• Review construction documents</li> <li>• Take and record measurements as necessary (lighting, sound, distances, weights, etc.)</li> <li>• Identify positive access features and disability group affected</li> </ul>   | <p>10%</p> |
| <p><b>F</b></p> | <p><b>Understand and apply Universal Design principles, concepts, and standards to a space</b><br/> <i>(RHFAC Training Student Guide, Section 4)</i></p> <ul style="list-style-type: none"> <li>• Locate Universal Design guidelines and criteria</li> <li>• Explain Universal Design principles and concepts</li> <li>• Explain the concepts of Universal Design versus code compliance</li> <li>• Describe concepts of meaningful access</li> </ul> | <p>28%</p> |

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

## I Post-rating analysis and evaluation

20%

*(RHFAC Training Student Guide, Section 3)*

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





## Appendix C: Sample Questions

The following 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 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.

**4. 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.



**5. 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.

**6. What is the minimum rating score required to achieve an RHFAC certification level if a Site meets the certification prerequisites?**

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

**CORRECT RESPONSE: B**

To be eligible for one of the two RHFAC certification levels, Sites must meet certain prerequisites and achieve a score of at least 60% to be RHF Accessibility Certified or 80% to be RHF Accessibility Certified Gold. Therefore, the minimum rating score required to achieve an RHFAC certification level is 60%.




## Appendix D: 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, via email, from CSA Group by letter (PDF).

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

178 Rexdale Blvd.  
Toronto, ON M9W 1R3  
Canada



MM/DD/YYYY

[First name] [ Last name]  
[Address Line 1]  
[Address Line 2]

**RE: RICK HANSEN FOUNDATION ACCESSIBILITY CERTIFICATION™ (RHFAC) PROFESSIONAL EXAMINATION RESULTS**

Dear [First name],

Congratulations! We are pleased to inform you have passed your RHFAC Professional examination.


Please keep this letter for your records. The Rick Hansen Foundation (RHF) accepts this letter as proof that you have successfully passed the examination when awarding the RHFAC Professional designation. For more information, please visit [www.rickhansen.com/RHFAC](http://www.rickhansen.com/RHFAC).

If you have any questions, please contact us at [training@csagroup.org](mailto:training@csagroup.org) or 1-800-463-6727.

Sincerely,  
CSA Group

## Appendix E: 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 Professional Membership Number is **PXXXXXXX**.

**Name:**  
**Company:**  
**Email:**  
**Direct Phone Number:**


Please contact us at [training@rickhansen.com](mailto:training@rickhansen.com) if the contact information above is not correct or if this information should change in the future.

Please familiarize yourself with the Branding Guidelines and [Guide to RHFAC Professional Designation](#) for the requirements to maintain your designation: adhere to the RHFAC Professional Code of Ethics, obtain a minimum of 8 continuing education requirements, and maintain a valid [Accessibility Professional Network \(APN\)](#) membership annually.

**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 RHFAC Professional. To have your profile listed on the RHFAC Professional Directory, you must have a valid APN membership.

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

Sincerely,



Sarah McCarthy  
VP, Strategic Initiatives  
Rick Hansen Foundation

For more information, visit [rickhansen.com](http://rickhansen.com) or email our Program Coordinator at [training@rickhansen.com](mailto:training@rickhansen.com)

**Rick Hansen Foundation**

300–3820 Cessna Drive, Richmond, BC Canada V7B 0A2

1-800-213-2131 | [training@rickhansen.com](mailto:training@rickhansen.com)

[rickhansen.com](http://rickhansen.com) | [@RickHansenFdn](https://www.instagram.com/RickHansenFdn)



The Standards Program Trustmark is a mark of Imagine Canada used under licence by the Rick Hansen Foundation.