



THE LAW SOCIETY OF UPPER CANADA
LICENSING AND ACCREDITATION
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October 1, 2015

Attention: Paralegal Candidates Entering the 2016/2017 Licensing Process

CC: College/Program Heads of Accredited Paralegal Programs

Re: Application for the 2016/2017 Paralegal Licensing Process

Apply by: December 1, 2015, by 5 p.m.

This letter describes the application process and procedures that applicants for admission to the Law Society's 2016/2017 Paralegal Licensing Process. Your college/institution has kindly agreed to distribute this information to all students preparing to apply to the Paralegal Licensing Process.

All candidates in the Licensing Process must complete the following requirements in order to obtain a Paralegal Licence:

- Successful completion of the Paralegal Licensing Examination. The dates of the Licensing Examination are posted online;
- Be of Good Character;
- Submission of a final official transcript, sent directly from your institution to the Licensing and Accreditation Department at least 30 business days prior to your examination date; and
- Payment of all fees and filing of all forms/documents as required by the Law Society.

The Paralegal Licensing Process application consists of two parts:

Part I consists of an online application. Part II includes submitting a commissioned or notarized paper version of the application along with the required fees and supporting documentation. **You MUST complete both parts of the application process to be admitted to the Paralegal Licensing Process. Applicants who do not complete both parts of the application will be removed from the process and will not be billed or scheduled for the Licensing Examination.** Both parts may be completed beginning in October 2015, once the new application has gone live.

Please visit the Law Society's website at www.lsuc.on.ca in early October and select "For Paralegals/Become a Paralegal" and click "Apply Now" at the bottom of the page in order to access the new application.

Applicants have until **December 1, 2015, 5:00 p.m. EST** to **complete and submit** the application/fee before incurring a late filing fee. If you intend to write the August 2016, October 2016 or February 2017 Licensing Examination you may begin applying in October. A special sitting for the February 2016 Licensing Examination is also available on this application for those who qualify and graduate in time.

Please see the “Completing the Paralegal Licensing Application” section on the website for more information on your selection.

You will have three years to complete the requirements of this Licensing process. As a new entrant into the Licensing Process, your three-year Licensing Term will begin on June 1, 2016 and end on May 30, 2019.

Information on the Licensing Examination, rules, policies and dates to remember is also posted on the Law Society’s website. You are strongly encouraged to review the information to ensure you are aware of all the requirements.

If you require further information, please contact the Licensing and Accreditation Department at the Law Society:

By Email:

licensingprocess@lsuc.on.ca

Once you apply you may also message us through your Law Society account.

By Telephone:

416-947-3315

Toll-free at 1-800-668-7380, extension 3315

Best wishes for continued success with your studies.

Sincerely yours,

A handwritten signature in black ink, consisting of several overlapping loops and a trailing line that ends in a small flourish.

Priya Bhatia

Manager, Licensing and Accreditation