

October 2018



Law Society of Ontario | Barreau de l'Ontario

Osgoode Hall
130 Queen Street West
Toronto, Ontario
M5H 2N6

Tel (416) 947-3300

Licensing and Accreditation

Attention: Paralegal Candidates Entering the 2019/2020 Licensing Process

CC: College Program Heads/Coordinators of Accredited Paralegal Programs

Re: Application for the 2019/2020 Paralegal Licensing Process

Application Deadline: December 3 2018, by 5 p.m.

This letter describes the application process and procedures for admission to the Law Society of Ontario's 2019/2020 Paralegal Licensing Process. Your college/institution has kindly agreed to distribute this information to all students preparing to apply to the Paralegal Licensing Process. We ask that schools and applicants review the exam dates posted online (see below).

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. For your reference, Licensing Examination dates and locations are posted, as they become available, at <http://www.iso.ca/licensingProcessParalegal/> under the Licensing Examination menu. We ask that applicants and schools review the examination dates when planning graduation dates so that conflicts are avoided where possible, and to allow for additional travel time between graduation ceremonies and examination dates.
- Be of Good Character;
- Submission of a final official transcript, sent directly from the issuing institution to the Licensing and Accreditation Department at least **30 business days** prior to the selected examination date. You must request this document be sent by your college in advance of the deadline; 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 and submit 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 2018, once the online application is live.

To complete Part I of the application process:

- In early October, visit the Paralegal Licensing Process section of the Law Society website at <http://www.iso.ca/licensingProcessParalegal/>

- select “Apply Now” at the bottom of the page in order to access the online application for 2019-20.
- Ensure you review the page “Completing the Paralegal Licensing Application Process” for more information.

Applicants have until **December 3, 2018, 5:00 p.m. EST** to **complete and submit** the application/fee before incurring a late filing fee. If you intend to write the July 2019, October 2019 or February 2020 Licensing Examination you may begin applying in October 2018.

Candidates who have fulfilled all necessary prerequisites, including completion of an accredited paralegal education program and have submitted all other supporting documents to the Law Society may be eligible to sit the February 2019 Licensing Examination. Please see the “Completing the Paralegal Licensing Application” section on the website for more information on selecting a sitting in an earlier licensing cycle. It is suggested that candidates who intend to write their examination in February 2020 wait to apply in the next intake period which occurs next October 2019.

You will have a three year Licensing Term to complete the requirements of the Licensing Process. As a new applicant to the Licensing Process, your three-year Licensing Term will begin on June 1, 2019 and end on May 30, 2022 (unless you begin the Licensing Process in an earlier licensing cycle).

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

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

By email: licensingprocess@lso.ca

Once you apply you may also message the Law Society through your online 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, appearing to read 'Ken Osborne', with a long horizontal flourish extending to the right.

Ken Osborne CD, B.A., L.L.B, M.s. Ed, CTDP

Manager, Licensing and Accreditation

Law Society of Ontario