



October 2022

**Attention:** Paralegal Candidates Entering the 2023-24 Licensing Process

**CC:** College Program Heads/Coordinators of Accredited Paralegal Programs

**Re:** Application for the 2023-24 Paralegal Licensing Process

**Application Deadline: December 1, 2022, by 5 p.m., EST**

This letter describes the application process and procedures for admission to the Law Society of Ontario's 2023-24 Paralegal Licensing Process. Your college/institution has kindly agreed to distribute this information to all students preparing to apply to the licensing process.

We ask that schools and applicants review the exam dates posted online as they become available.

All candidates in the licensing process must complete the following requirements to obtain a P1 paralegal licence in Ontario:

- Successful completion of the paralegal licensing examination. For your reference, [licensing examination dates and deadlines](#) are posted, as they become available. 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 sittings.
- Be of Good Character;
- Submission of a final official transcript sent directly from the issuing institution to the Licensing and Accreditation Department well before the applicable registration deadline for the selected examination date. Note that the Licensing and Accreditation Department is now accepting final transcripts from schools through the Digitary/MYCREDS secure platform, in addition to the previous methods of receiving transcripts (electronically with encrypted files and in paper format). You must request this document be sent by your college in advance of the applicable examination 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 mandatory parts:

**Part I** consists of an online application.

**Part II** includes submitting a certified paper version of their application along with the required application fee and supporting documentation to the Licensing and Accreditation Department. The application and supporting documents are to be certified by a guarantor/referee and more information on this requirement is available on the [Completing the Paralegal Licensing Process Application](#) webpage.

Applicants **MUST** complete and submit both parts of the application process to be admitted to the paralegal licensing process. Applicants who do not submit 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 2022, once the online application is live.

To complete Part I of the application process:

- In October, visit the [Application for Admission](#) page.
- Select "**Apply Now**" in order to access the online application.
- Ensure you review the [Completing the Paralegal Licensing Process Application](#) page for more information.
- The online application itself takes about 20-30 minutes to complete. We are encouraging candidates to apply as soon as possible once the application is available. Applying as soon as possible allows candidates adequate time to make arrangements to have their documents certified according to the application requirements outlined on the [Completing the Paralegal Licensing Process Application](#) page.

### **Certifying the Application and Supporting Application Documents**

Once applicants complete Part I of the application process online, candidates are expected to download their PDF application file from their Law Society online account and provide it to a guarantor/referee in order to proceed to Part II of the application process. The documents do not need to be commissioned by a commissioner or notary public but do need to be certified by a guarantor or referee as outlined in the [Completing the Paralegal Licensing Process Application](#) section of the website.

### **Dates to Remember:**

Applicants have until **December 1, 2022, 5:00 p.m. EST** to **complete and submit** the application fee, both parts of the application and supporting documents before incurring a late filing fee. If you intend to write the Summer 2023, Fall 2023 or Winter 2024 licensing examination you may begin applying in October 2022.

### **Candidate Licensing Term:**

You will have a three-year licensing term to complete the requirements of the licensing process. As a new applicant to the process, your licensing term will begin on June 1, 2023 and end on May 30, 2026.

**Additional Information:**

Information on the licensing examination, rules, policies, deadlines and dates to remember is also posted on the paralegal licensing 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](mailto: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, CTD

Director, Licensing and Accreditation

Law Society of Ontario