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ARTICLING

## Part Time Articles

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Part-time articles are Non-Traditional articles and have been approved since 1994. Part-time Articles means an articling placement served by a student-at-law on a part time basis for a continuous articling term equivalent to ten months and approved by the Associate Registrar. The onus of finding a part-time articling position is on the student-at-law. It is also the responsibility of the student-at-law to find a principal who is willing to employ a student-at-law on a part-time basis. The policy objective is flexibility in accommodating individual circumstances or special needs of students-at-law.

### Approval

A written request accompanied by a detailed schedule must be submitted in advance to Office of the Registrar for approval. An Education Plan sets out the type of experience that a principal expects to provide to a student-at-law. It is the principal's responsibility to draft and should set out the duration, days per week and length of articling term.

### Duration

The articling term must be equivalent to 10 months of full-time employment, which may include a maximum of ten days of vacation. Examples of acceptable equivalent arrangements include:

- 110 weeks at 2 days per week which includes up to a maximum of 10 days of vacation
- 88 weeks at 2.5 days per week which includes up to a maximum of 10 days of vacation
- 73 weeks at 3 days per week which includes up to a maximum of 10 days of vacation
- 55 weeks at 4 days per week which includes up to a maximum of 10 days of vacation

### Hours per day

No credit will be given for more than eight hours work per day. One workday is equal to a minimum of seven working hours.

### Length of articling term

Articling must be completed within three years of the Date of the Commencement of the Licensing Process.

### Continuous term

The part-time articling term should be continuous (interrupted only by the permissible vacation time). As with Traditional Articles, permission may be obtained to interrupt articles for study days in preparation for the Licensing Examinations, maternity leave, illness or other compassionate reasons.

Please note, the *Certificate of Service under Articles* must reflect the exact dates worked. You may attach a schedule if necessary. Further, if you article with two or more firms, either consecutively or concurrently, the issue of conflicts of interest must be addressed. Please refer to Rule 2.05 of the *Rules of Professional Conduct* on "Conflicts From Transfer Between Law Firms".