



THE LAW SOCIETY OF UPPER CANADA  
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VISIT [WWW.LSUC.ON.CA](http://WWW.LSUC.ON.CA) AND CLICK ON PARALEGAL LICENSING

CONTACT US  
OFFICE OF THE REGISTRAR: [REGISTRAR@LSUC.ON.CA](mailto:REGISTRAR@LSUC.ON.CA)  
SPECIAL NEEDS: [SPECIALNEEDS@LSUC.ON.CA](mailto:SPECIALNEEDS@LSUC.ON.CA)

PARALEGAL LICENSING PROCESS

## General Information Bulletin

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### *Welcome to the 2012 Paralegal Licensing Process.*

This bulletin will provide you with general information about the Paralegal Licensing Process, the Paralegal Licensing Examination, time sensitive deadlines and dates of importance. Please read this bulletin thoroughly along with all of the Licensing Process documents available online.

### **A. Communication with the Law Society**

The Law Society's web account is the primary means of communicating with candidates from the point of application until a licence to practise is granted.

All candidates are provided with a Law Society web account when they apply to the Licensing Process. Candidates are strongly advised to login at least once a week to review important information from the Law Society. Fee invoices and receipts, information on Licensing Examinations, examination results, Licensing Examination study materials and distribution and licensing requirements are among the many critical messages available through your web account. You can also communicate directly with the Office of the Registrar through the web account. Replies are typically provided within two business days of receipt. Your username and password must be kept confidential. Using your web account, you can update your personal information or address, check your account balance as well as pay your fees.

In your Law Society web account you will find a personalized placement letter, which outlines your assigned location and date of your Licensing Examination, as well as your personal and confidential candidate identification number. You must always reference this number when corresponding with the Law Society. Once again, you must ensure that your candidate ID number, username and password are kept confidential.

Please contact the Office of the Registrar with any issues related to your web account.

### **B. Fees and Payment**

In late January, information regarding your invoice will be posted in your web account. This information will include the Licensing Process fee invoice and details on payment methods and options. At the time of print, the fee for the 2012 Paralegal Licensing Examination is \$1,075.00 (plus applicable taxes), which includes one sitting of the Licensing Examination, a bound copy of the Licensing Examination study materials and the Law Society candidate photo ID card.

Upon receipt of an invoice, please remit payment by certified cheque or money order made payable to The Law Society of Upper Canada or by online payment with an approved credit card to the Accounts Office of the Law Society in Toronto. Alternatively, debit card payments can only be made in person at the Client Service Centre at The Law Society of Upper Canada in Toronto. Your invoice must be submitted with payment unless you pay online. In the event that a third party will be paying a portion or your entire fees for the Licensing Process, please provide the fee(s) invoice directly to the third party.

**Personal cheques will not be accepted.**

**All fees are due in full by 5:00 p.m. on May 14, 2012 if you want to receive the Licensing Examination study materials prior to sitting the Licensing Examination in August 2012.** To receive your Law Society candidate photo ID card and Licensing Examination study materials, all fees must be paid in full.

## Monthly Payment Plan

Candidates may select to pay their Licensing Examination fee in accordance with the Law Society's [Monthly Payment Plan](#). An information sheet and schedule outlining the monthly payment plan options will be posted online at the time your invoice package is posted in your web account. **Please note that if you select this option all outstanding fees must be paid in full before you are permitted to write the Paralegal Licensing Examination.**

## C. Paralegal Licensing Examination Study Materials

Licensing Examination study materials will be available **beginning June 4, 2012, provided all fees are paid**. You will also receive your Law Society photo identification card at that time.

Candidates have a choice of picking up their materials at the Law Society office in Toronto or have the Licensing Examination study materials sent by courier to the address they provide for delivery. A fee for the courier service will be payable at the time of delivery. Details about the shipping option will be communicated in March 2012 onward. After June 2012, candidates who pay their fees will be sent the information on how to request a shipment of the study materials.

All required fees must be paid before you can receive the Licensing Examination study materials and your LSUC candidate photo ID card. A passport or photo driver's licence must be presented if you collect your materials in person. **The Licensing Examination study materials will only be released to you. You cannot have a parent, friend or colleague attempt to pick up your Licensing Examination study materials on your behalf.**

## D. The Law Society Photo ID Card

The Law Society photo ID card will be issued to candidates along with the Licensing Examination study materials. Candidates who opt to have their study materials shipped will receive their Law Society photo ID card at that time. It is important you keep this card in a secure place and inform the Office of the Registrar immediately if you suspect it has been lost or stolen. Lost or stolen Law Society photo identification cards must be replaced through the Office of the Registrar and a fee of \$15 (plus applicable taxes) will be charged. **These cards include an expiry date. It is the candidate's responsibility to ensure their card is valid on the day when a Licensing Examination is to be written.**

**Law Society photo ID cards will not be released to anyone other than the candidate. This card must be presented at all Licensing Examination locations, and when entering legal facilities and venues during the Licensing Process and when accessing Law Society.**

## E. Paralegal Licensing Examination

Preparation for the Licensing Examination is through self-study of all the materials provided by the Law Society. The examination will test entry-level competencies in ethics, professional responsibility and practice management. These have the most direct impact on protecting the public and influencing an effective and ethical practice. You must pass the Paralegal Licensing Examination as part of your licensing requirements.

The Paralegal Licensing Examinations are scheduled on one of the following dates:

- August 7, 2012
- October 10, 2012
- February 13, 2013

*Dates and venues are subject to change.* Each candidate will be required to present a valid Law Society photo ID card at any sitting of the Licensing Examination. Please refer to the Licensing Process website for the most current information.

The Paralegal Licensing Examination is three and a half (3.5) hours in length. The examination is open book and you will be permitted to mark up your study materials and bring them to the testing area. **However, you will not be permitted to leave the examination location with these materials. All materials you bring into the testing area must remain in the testing area upon completion of the examination (including all study materials, dictionaries, etc.).**

Your Licensing Examination result will be sent to your Law Society web account. If you are unsuccessful, you will be permitted to register and rewrite within the same Licensing Cycle during one of the other scheduled sittings. You will be required to download and print another set of study materials from the Licensing Process website or from the CD-ROM that will be provided only to candidates who must rewrite. Candidates who wish to rewrite must register by completing and submitting the required registration form that is available on the Law Society website after the Licensing Examination results are released. An invoice for \$975 for each rewrite (plus applicable taxes) will be issued to the candidate's web account once the registration form is received.

If you wish to defer a Licensing Examination or would like to write at an earlier date than you originally selected, please complete and submit the appropriate form prior to the deadlines. The Request Form for Change or Deferment may be downloaded from the website at Licensing Process for Paralegals/Forms.

Please ensure that you read and review the Paralegal Licensing Process Policies, which are available online at Licensing Process for Paralegals/Paralegal Licensing Process Policies (PDF).

### F. Good Character

If any of your answers to any of the Good Character questions have changed from the time you submitted your initial application to the Licensing Process, you are required to complete and submit a *Good Character Amendment Form* found online.

### G. Obtaining Your Paralegal Licence

To meet the requirements for licensing in Ontario, candidates must successfully complete all requirements of the Paralegal Licensing Process, submit all required documentation and pay any outstanding fees by the prescribed deadlines.

Information on the procedure for obtaining a paralegal licence, relevant dates and timelines will be sent to candidates as soon as it becomes available and will also be posted online. The precise due date for the payment of the application fee for licensing will be communicated to candidates once they have passed their Licensing Examination, paid all other fees and submitted all required documentation. *All fees are subject to change.*

### H. Special Needs and Accommodation

The Law Society of Upper Canada is committed to ensuring that candidates with documented special accommodation needs receive reasonable accommodation while maintaining credible and valid assessment practices.

If you have a disability or condition, which may require accommodation during the Paralegal Licensing Examination, you must complete the **Request for Special Needs Accommodation** form and return it to Support Services by May 4, 2012. This form may be obtained from Support Services staff in the Office of the Registrar. All enquiries should be sent to [specialneeds@lsuc.on.ca](mailto:specialneeds@lsuc.on.ca). All information is held in strict confidence.

### Office of the Registrar – TORONTO Location

#### Administrative Office Location and Hours of Operation

The Office of the Registrar is located in Osgoode Hall, at 130 Queen Street West, Toronto, on the second floor. All visitors are required to go to the Security Desk at the main east entrance. No direct access to the office is permitted. The office is open between 9:00 a.m. and 5:00 p.m., Monday through Friday.

The Office of the Registrar provides the following services and information to paralegal candidates:

- Admissions, Registration & Enrolment
- Licensing Information and Examinations
- Candidate Records and Transcripts
- Special Needs and Accommodations
- Financial Payment Option

## **Distribution of Licensing Examination Study Materials and Photo ID card (Toronto Only)**

### **I. PICK-UP IN PERSON: Licensing Examination Study Materials Distribution June 4 to June 8, 2012**

For candidates who pay by the May 14, 2012 fee deadline, the Licensing Examination study materials and the Law Society photo ID card will be distributed between June 4 and June 8, 2012 from the Materials Distribution Room located in the basement level of the Law Society at 130 Queen Street West, Toronto. The Materials Distribution Room hours of operation during the distribution period are Monday to Friday, 9:00 a.m. to 5:00 p.m. (closed between 12:30 and 1:30 pm).

After this distribution period, the Materials Distribution Room will only be open for pick-up on Fridays from 9:00 a.m. to 5:00 p.m. (closed between 12:30 and 1:30 pm).

### **Or**

### **2. RECEIVE BY MAIL/COURIER: June 4, 2012 and onward**

Candidates may opt to have their Licensing Examination study materials sent to them directly by courier instead of picking them up in person. After all fees have been paid, a courier service request email will be sent to candidates. Candidates may fill the form out if they wish to have the Licensing Examination study materials shipped. Please note there is an additional cost for this service that you will be required to pay at the time of delivery. You must be available to receive the package. More information will follow once the Licensing Process fee for the Licensing examination has been paid on or before May 14, 2012.

### **Accessibility**

The Law Society building in Toronto is wheelchair accessible. If you require special accommodation, please contact Support Services in the Office of the Registrar at (416) 947-3315.

### **Bus/Subway/Streetcar**

You may access the Law Society offices by public transit. Candidates traveling by streetcar should take the Queen streetcar and get off at Queen and York. Candidates traveling by subway should take the Yonge-University-Spadina line to Osgoode station. Candidates traveling on the GO Transit system should get off at Union station and can walk to Osgoode Hall or take the subway to Osgoode station.

Candidate discounts are NOT available for GO Transit or TTC services.