

Fair Registration Practices Report

Lawyers (2008)

The answers that you submitted to OFC can be seen below.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions Act (FARPA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

Provision of Information About Registration Practices (1 / 13)

Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:

a) steps to initiate the registration process

The Law Society's information on registration practices for individuals applying or intending to apply for the Licensing Process is available on the Law Society's website. The website links individuals to the lawyer Licensing Process and provides a formal online application, with instructions for completion, to all potential candidates planning to apply and register into the Licensing Process. The application must be completed online, downloaded and returned along with an application fee and all required documents set out in the instructions. During the month of March, Law Society representatives from the Office of the Registrar are often invited by the Ontario Law Schools to speak to the law students to apprise them on the registration practices to enter the Licensing Process. The Law Society also holds an information session on the licensing process for internationally trained potential applicants.

b) requirements for registration

Academic requirements for applying to and entering the Licensing Process are as follows: • Completion of a common law degree program (LL.B or JD) from an approved Canadian university or completion of a Certificate of Qualification from the National Committee on Accreditation. Once registered into the process, the candidate must complete two licensing examinations and a 10-month period of articling (apprenticeship). Requirements for registration: • Complete the online application, download the completed version of the application and submit it to the Office of the Registrar with all required documents, duly commissioned or notarized. • Pay the applicable application fee. • Register for the Licensing Examinations and pay the applicable fees by the specified deadline. Requirements for licensing: • Successfully complete all components of the Licensing Process; • Pay all fees; • File all required documents including Articles of Clerkship and Certificate of Service under Articles; • Be of good character as required by the Law Society Act.

c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content

There are no other or further requirements for application into the Law Society Licensing Process that must be met other than as set out in (B) above.

d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario

All Canadian candidates and international candidates who have less than 10 months of law practice experience in a common law jurisdiction or who obtained their legal experience in a non-common law jurisdiction are required to complete an articling term. During the Articling Program, candidates must complete an online Professional Responsibility and Practice course and review the course with their articling supervisor/Principal.

e) requirements that may be satisfied through acceptable alternatives

Articles are flexible and can be completed in Ontario, nationally or internationally if supervised by an Ontario trained lawyer in good standing and approved by the Law Society in advance of starting the placement. International candidates who have a law degree and practised law in another common law jurisdiction for 10 or more months are exempted from the articling requirement. International candidates who are exempted from the Articling Program must complete a 3-day practice course prior to a call to the Bar of Ontario.

f) the steps in the assessment process

Candidates must write and pass two licensing examinations, which are offered three times during the licensing year – June, November and March of the following year. Candidates must also complete 10 months of articling unless otherwise exempted from articling or granted an abridgment. Candidates submit, with their application, information pertaining to their good character. If issues are raised in the good character review, the candidate will be investigated further. If the investigation determines that good character may be at issue, the candidate will be provided with a good character hearing before a Hearing Panel for purposes of providing information and response to the good character issues. The Hearing Panel will determine the candidate's fitness for entry into the profession.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

Candidates must request the university to issue their official law school transcript directly to the Law Society, and the transcript must indicate the date of issuance of the LL.B or JD Degree or request their official Certificate of Qualification be issued directly to the Law Society by the National Committee on Accreditation. No further or other information is required from internationally trained candidates.

h) acceptable alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

There are no alternatives as these documents are always available through the requisite Canadian university or the National Committee on Accreditation.

i) how applicants can contact your organization

By phone, letter, email or fax.

j) how, why and how often your organization initiates communication with applicants about their applications

Applicants will be contacted immediately if their application is not accompanied by all required documentation for registration. Applicants will be contacted when their application is complete and they are registered in the Licensing Process. Following registration, applicants are issued a personal email to be used specifically for their interactions with the Law Society. The Society communicates regularly with candidates throughout the Licensing Process on all matters including: Licensing Examination dates and locations, reference materials matters and updates, Articling Program information and support, fee payments and call to the Bar dates and location scheduling, among other items.

k) the process for dealing with documents provided in languages other than English or French

Documents would be translated.

l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process

The National Committee on Accreditation is a standing committee of the Federation of Law Societies of Canada. It is made up of representatives from the Council of Law Deans, members of the practising bar and members involved with the administration of provincial law societies. Its role is to evaluate the legal training and professional experience of persons with international common law or non-common law legal credentials who wish to be admitted to a common law bar in Canada. The Law Society is currently developing a bridging program for internationally trained candidates which will be available in the near future.

m) any timelines, deadlines or time limits that applicants will be subject to during the registration process

Upon registration into the Licensing Process, a candidate has three years from the date of registration (May 1 of the year in question) to complete all components of the process and be called to the bar.

n) the amount of time that the registration process usually takes

The registration/licensing process takes, on average, less than one full year to complete but the process is flexible and candidates may choose their preferred timeline, ensuring that they complete all components within three years.

o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

Fees associated with registration and subject to GST: • The application fee - \$160.00 • Late filing of the application - \$75.00 • Licensing Examination Fees (materials included) - \$750.00 per licensing examination • Rewrite of a Licensing Examination (materials provided on a CD) - \$600.00 • Request for a hardcopy of materials for rewrites - \$150.00 • Articling Program (and access to the PRP course) - \$900.00 • Call to the Bar fee - \$250.00 • Professional Conduct and Practice course (exempted from articling) - \$500.00 • Application for Exemption or Abridgment of the Articling Program - \$160.00

p) accommodation of applicants with special needs, such as visual impairment

The Law Society's policy regarding accommodation for the Licensing Process is available to candidates on the Law Society's website. The online Licensing Process application asks candidates to indicate whether they wish to receive a "Request for Accommodation" package for the purpose of applying for special needs accommodation. Upon request, a hard copy of the Request for Accommodation package is sent to the candidate in confidence, and must be completed and returned by the stated deadline. Candidates may also receive a PDF electronic copy, if required, and may request information about special accommodation at anytime by emailing a designated special needs account or by calling Support Services staff through our general enquiry line. Calls and emails are returned within one business day. All information provided by a candidate or a supporting third party is held in strict confidence and separate to a candidate's Licensing Process registration and records file.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Amount of Fees (2 / 13)

Are any of the fees different for internationally trained applicants? If yes, please explain.

The fees for the Licensing Process are identical for all candidates regardless of their national or international status.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Provision of Timely Decisions, Responses and Reasons (3 / 13)

a) What are your timelines for making registration decisions?

The timing of the final decision for call to the bar of a candidate in the process is dependent on successful completion of the components of the process.

b) What are your timelines for responding to applicants in writing?

Applicants can expect a written response within 40 to 72 hours pending the type of enquiry and the review required for the response.

c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions?

Written responses to applicants about registration decisions, internal reviews and appeal decisions are provided within one week following review and decision respecting application or registration issues (includes requests for exemptions from articling); Hearing Panel decisions respecting good character are public and published immediately after the Hearing Panel issues its order

d) Explain how your organization ensures that it adheres to these timelines.

Response protocols have been established for each respective department overseeing the various components of the registration process.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Access to Records (4 / 13)

a) Describe how you give applicants access to their own records related to their applications for registration.

The application form is an electronic online form and process. The applicant controls all aspects of the completion of that document online. Candidates can physically access their Licensing Process records file online or request to view the hardcopy of their records file.

b) Explain why access to applicants' own records would be limited or refused.

There are no circumstances under which access to an applicant's original application and the documents submitted would be limited or refused.

c) State how and when you give applicants estimates of the fees for making records available.

The fees for extra or other documents such as transcripts of Licensing Process results, not related to the applicant's personal original documents, are posted on the fee schedule and available online and by phone request. There are no other fees charged for making records available in the Licensing Process other than those listed on the fee schedule.

d) List the fees for making records available.

Request for an official copy of a Licensing Process transcript which must be mailed directly to a third party: \$25.00 plus GST; Request for unofficial copy of licensing transcript- \$15.00 plus GST; replacement of a call to the bar certificate - \$75.00 plus GST; replacement of a candidate's Licensing Process photo identification card - \$15.00 plus GST.

e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.

No waiver available for the above fees unless a misprinted document was issued originally.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Resources for Applicants (5 / 13)

a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.

List of resources: • Career Map posted on the Ministry of Citizenship and Immigration with a link on the Law Society website. • The Law Society's website links to the lawyer Licensing Process webpage, which provides a complete set of documentation and guidelines for completing the entire process from application to

certification. • Licensing Examination competency profiles, guidelines, study guide and practice questions are available on the website. • Reference materials for study for the Licensing Examinations are provided to candidates upon being fully registered, which includes payment of the required fees.

b) Describe how your organization provides information to applicants about these resources.

Law schools and the National Committee on Accreditation, the entry points for Ontario's lawyer licensing process, have direct links to the Law Society's website and contact information for potential applicants wishing to contact the Society to obtain more or further information. Visits to Ontario law schools in March are made at the school's request to speak to applicants. An information session is held for internationally trained potential applicants.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Internal Review or Appeal Processes (6 / 13)

In this section, describe your internal review or appeal process. Some regulatory bodies use these two terms (*internal review* and *appeal*) for two different processes, some use only one of these terms, and some use them interchangeably. Please use the term that applies to your profession. If you use both terms (for two different processes), please address both.

a) List your timelines for completing internal reviews or appeals of registration decisions.

Internal reviews of registration deal with good character consideration and are conducted and completed within the same licensing year as the applicant is registered unless the issues involved in the good character assessment require more time due to the complexity of the issues and/or candidate's requests for adjournments of process.

i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.

There were two registration reviews that exceeded this timeline in 2008.

ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.

None of the candidates were internationally trained.

b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.

If applicants are denied entry to the profession based on a failure to exhibit good character / conduct, they have the right to appeal to the Law Society's Hearing and Appeals Panels. The applicants can choose to be represented by counsel at the hearing. As part of the hearing process, applicants can request that the Law Society investigation office disclose information that was used to deny their entry to the profession and the applicant may make submissions personally or through counsel to respond to this information. The hearing is public.

c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.

Information about the Law Society hearing and appeals processes is available on the Law Society website. Applicants may also contact the Law Society for an oral or written explanation.

d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.

The relationship of the appeal / review bodies to the assessment and decision-making bodies in the registration process is arm's length. The Hearing and Appeals Panels is privy only to the issues related to good character / conduct and is not privy to any information respecting the completion of other components of the registration process and whether or not they have or have not been completed. Decision-makers, who deal with the completion of the registration components not including good character, do not sit on Hearing Panels as they are not qualified to do so.

e) Describe your internal review or appeal process.

Licensing Process applications, in which good character issues have been listed by the candidate, are sent to the Administrative Complaints Unit where the issue is reviewed and Administrative Counsel determines if the issue requires further investigation. If it is decided that there is no issue of good character the decision is communicated to the Office of the Registrar and the candidate's record file is marked "cleared". If it is determined an issue exists, the candidate's file is submitted to the Intake unit of the Professional Regulation Department and an investigator is assigned to the file. Investigation takes place and involves the candidate throughout the process. The assigned investigator may determine, based on the findings of the investigation that no further issue of good character exists and the file is returned to the Office of the Registrar to be marked as "cleared". If the investigator's process determines that there is a good character issue, the file is forwarded to Discipline Counsel and the Proceeding Authorization Committee (PAC) in the Professional Regulation Department. Counsel and PAC review the candidate's issue and determine if it will proceed to a Hearing Panel. If it is determined that a hearing is required, a public Admissions Hearing is held. A candidate is permitted to appear before the Hearing Panel with counsel, if desired, and make submissions. If they determine that there is no issue warranting a hearing, the candidate's file is returned to the Office of the Registrar to be entered as "cleared" on the candidate's registration file.

f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.

A Hearing Panel must be composed of at least three persons appointed by the Law Society's Governing Board, of whom: at least one shall be a person who is not a licensee; and one must be a bencher (governor of the Law Society), a licensee or a person approved by the Attorney General for Ontario to be appointed to a Hearing Panel. As at December 2008, the Hearing and Appeals Panel was composed of 77 members: 69 were lawyer benchers, 2 were paralegal benchers, 3 were paralegals approved by the Attorney General, and 3 were non-lawyers approved by the Attorney General. During the reporting period, none were internationally trained as lawyers.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Information on Appeal Rights (7 / 13)

This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.

The applicant receives a copy of the order of the Hearing Panel and can refer to the Law Society Act and Rules of Practice and Procedure for the Tribunal of the Law Society (Hearing Panel) outlining the avenues of appeal. The legislation and Rules of Practice and Procedure are available on the Law Society's website.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.

Criteria to be met for an applicant's qualifications to satisfy entry requirements: • Common law degree (LL.B or JD) from an approved Canadian law school or a Certificate of Qualification from National Committee of Accreditation; • Write and pass two licensing examinations; • Complete (or be approved for exemption from) a 10 month Articling Program; • Be of good character.

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.

A Certificate of Qualification from the National Committee on Accreditation is sufficient for an applicant to demonstrate that the LL.B or JD requirements have been met. The National Committee on Accreditation assesses all international law programs for equivalency to a Canadian common law degree by reviewing an applicant's academic achievements, age of the academic qualification, country where the applicant obtained the education and its legal system, subjects the applicant studied and content of the courses taken, academic marks and standing in all years of the degree program, nature of the degree-granting institution attended, professional qualifications earned, and any relevant graduate legal education.

c) Explain how work experience in the profession is assessed.

Internationally trained candidates, who have a common law degree and have practised for more than 10 months in an international jurisdiction, may be eligible for an exemption from the Articling Program requirement. A candidate who wishes to have their previous work experience considered in order to reduce or waive the articling requirement may do so by completing an application. The application for abridgment or exemption, available on the website, requires the following: • An administrative fee of \$160.00. • A Letter from applicant: Setting out the period(s) of the applicant's legal experience, describing the applicant's legal experience in relation to the criteria for abridgment and citing specific examples, and explaining how this legal experience is relevant to the legal skills, practices and systems ordinarily experienced during traditional

articles by referring to the Articling Goals and Objectives. • A Certificate of Standing: Where the applicant has been admitted to the bar(s) of a foreign jurisdiction, an original Certificate(s) of Standing from the governing body of the legal profession of that jurisdiction must be sent directly to the Office of the Registrar. • An Original letter(s) from one or more lawyer or judge referees who has direct knowledge of the nature of the applicant's legal experience (in some instances, where an applicant has worked in numerous law firms, more than two referee letters may be required) must: o Be sent directly from the referee to the Office of the Registrar, o Verify the applicant's periods of legal experience, o Describe the nature of the applicant's legal experience, citing specific examples, and o Explain how this legal experience is relevant to the legal skills, practices and systems ordinarily experienced during traditional Articles by referring to the Articling Goals and Objectives.

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.

The requirement to provide original documentation sent directly from the governing body or referee allows the Law Society to verify the accuracy and currency of the documentation.

e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

The Law Society does not assess international applicants' institutional credentials. Assessment decisions are based on prior work experience, for those who apply, and are determined on a case-by-case basis with regard to the criteria that meet the Law Society's articling program's goals and objectives.

f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

As the Law Society does not assess international applicants' institutional credentials this does not affect the Law Society's recognition of the applicant. The only document that the Law Society requires is the Certificate of Qualification from the National Committee on Accreditation. The Law Society does not have requirements beyond receiving the Certificate of Qualification.

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

The applicant submits a Request for Accommodation which must include adequate supporting documentation that supports the need for accommodations. In the event of accommodation pursuant to a disability or impairment, medical documentation must be provided. The documentation must be current and must confirm that (1) there exists a disability or impairment; (2) how the disability adversely affects the applicant's ability to participate in the Licensing Process; (3) provide the recommendation for accommodation and how the recommended accommodation will negate the adverse affect of the disability while writing the exam and provide a rationale that relates to those adverse effects. Once the request and documentation have been reviewed and approved, appropriate steps and mechanisms are put in place to provide the approved accommodation. This may entail the booking of a private room, additional proctors or providing the exam in an electronic format for those with visual impairments who have been granted permission to use adaptive technology.

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.

Average length of time is approximately one year.

i. State whether the average time differs for internationally trained individuals.

The average does not differ for internationally trained candidates;

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than

the average for all applicants, and the reasons for the difference.

Not applicable as there is no difference.

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

The Law Society does not conduct credential assessments.

ii. Describe the criteria that are applied to determine equivalency.

N/A

iii. Explain how work experience is taken into account.

N/A

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

Requirement to write and pass two licensing examinations;

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

The licensing examinations have been developed through a rigorous blueprinting and competency profile process that engaged thousands of lawyers and others in the development of minimal expectations for entry into the practice of law; the competencies are validated as necessary and on an ongoing basis as the knowledge and skills requirements in practice change;

iii. Explain how work experience is used in the assessment of competency.

Previous work experience is not used to assess competency for the Law Society's Licensing Process.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

The Law Society does not conduct prior learning assessments

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

N/A

iii. Explain how work experience is used in the assessment of prior learning.

N/A

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The Law Society administers examinations in multiple choice format with computerized scoring and the possibility of 9 rewrites should a candidate require the full 3 years to complete the Licensing Process

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

Blueprint process that tests the reliability of every question held in the Law Society's secured Licensing Examination question databank. Every question used on an examination is assessed both pre- and post the writing of the examination and passing scores are adjusted if required and in accordance with the blueprint specifications;

iii. State how often exam questions are updated and the process for doing so.

The Law Society develops new examination questions on an ongoing, regularized basis with examination question development taking place two times per annum and thereby continuing to review, update and add to its secure databank of questions.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Third-Party Organizations (9 / 13)

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

The Law Society and all law societies across Canada, utilizes the National Committee on Accreditation for the assessment of the law degree obtained prior to entry into the licensing process; there are no third party organizations relied upon to make an assessment once the candidate qualifies to enter the Licensing Process.

b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:

i. provides information about assessment practices to applicants

The Law Society, through the Federation of Law Societies, monitors the activities of the National Committee on Accreditation including ensuring that its website is up to date, forms and applications are available, decisions are timely and staff trained. The National Committee on Accreditation is currently undergoing change to its staffing complement and operations under the oversight of the Federation.

ii. utilizes current and accurate information about qualifications from outside Canada

See b) i above.

iii. provides timely decisions, responses and reasons to applicants

See b) i above.

iv. provides training to individuals assessing qualifications

See b) i above.

v. provides access to records related to the assessment to applicants

See b) i above.

vi. accommodates applicants with special needs, such as visual impairment

See b) i above.

c) If your organization relies on a third party to conduct credential assessments:

i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

The National Committee on Accreditation assesses each applicant on a case-by-case basis based on the presentation of supporting documentation including transcripts, course outlines and other materials that provide information on the law degree or graduate law studies degree.

ii. Describe the criteria that are applied to determine equivalency.

In considering applications from candidates with common law backgrounds, the NCA takes into account the following criteria: • Nature of the academic institution attended and, where available, its accreditation by national law associations (e.g., ABA or AALS approval); • Length of academic law program; • Subject matter studied (e.g., law or mixed law/social sciences/humanities; if law, the contents, depth and relevance to Canadian law and circumstances); • Undergraduate pre-law education; • Academic performance, grades, and class standing obtained (e.g., top 25 percent of class, bottom 25 percent of class, first class, second class, acceptance in home jurisdiction of standing achieved, etc.); • Language of instruction in academic law program; • Admission to law society or bar by written examination in home jurisdiction; • Professional legal experience, if any, including: o length of such experience (e.g., 1-3 years, 3-5 years, over 5 years) and o nature and quality of professional practice. The Committee looks at an applicant's entire academic standing, professional legal training and experience in the jurisdiction of bar call to determine the credit to be given.

iii. Explain how work experience is taken into account.

The NCA takes into account an applicant's professional legal experience in an international jurisdiction and considers the length of the experience, the nature, extent and diversity of legal practice, and the relevance of the practice to Canadian legal practices and institutions.

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.

The Law Society does not use a third party for competency assessments.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

The Law Society does not use a third party for competency assessments.

iii. Explain how work experience is used in the assessment of competency.

The Law Society does not use a third party for competency assessments.

e) If your organization relies on a third party to conduct prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

The Law Society does not require prior learning assessments

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

The Law Society does not require prior learning assessments

iii. Explain how work experience is used in the assessment of prior learning.

The Law Society does not require prior learning assessments

f) If your organization relies on a third party to administer examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

The Law Society does not use a third party to administer examinations

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

The Law Society does not use a third party to administer examinations

iii. State how often exam questions are updated and the process for doing so.

The Law Society does not use a third party to administer examinations

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

N/A

ii. individuals who make registration decisions

Registration staff decisions are based on receipt of the candidates' official transcripts submitted by the law schools and the Certificate of Qualification submitted by the National Committee on Accreditation. Staff members are trained to ensure that all other required documents are filed by the candidates. The Law Society provides training on an ongoing basis to all internal staff, bencher governors and adjudicators on their respective roles in the registration and internal review and appeals processes. That training includes ongoing external education, education programs offered internally to address specific Law Society needs and requirements, and ongoing improvement of process and procedures to ensure efficient and effective

application of the Rules of Practice and Procedure.

iii. individuals who make internal review or appeal decisions

N/A

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.

- National Mobility Agreement – Canada • Transfer Candidates – Civil Law jurisdiction (Quebec)

b) Explain the impact of these agreements on the registration process or on applicants for registration.

Lawyers who are called to the Bar in Canada in a common law province (does not include Quebec) are entitled to transfer into Ontario and to begin to practice law without being required to undertake any aspects of the Ontario lawyer Licensing Process. Transfer candidates called to the Bar in Quebec are required to write the two Licensing Examinations and are not required to complete the Articling Program.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

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Data Collection (12 / 13)

Languages in which application information materials are available

a) Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
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English	Yes
French	Yes
Other (please specify)	

Paid staff employed by your organization

b) In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, 1 full-time employee and 1 part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	470
Staff involved in appeals process	140
Staff involved in registration process	32

Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants¹ were originally trained in the profession (**excluding** Canada), along with the number of applicants from each of these source countries.

Enter the country names in descending order. (That is, enter the source country for the greatest number of your applicants in the top row, the source country for the second greatest number in the second row, etc.)

Use the dropdown menu provided in each row to select the country.

Note that only one country can be reported in each row. If two or more countries are tied, enter the information for these tied countries in separate rows.

Country of training (Canada excluded)	Number of applicants in the reporting year
U.S.	26
India	24
Australia	21

U.K.	17
Nigeria	8

¹Persons who have applied to start the process for entry to the profession.
 Select "n/a" from the drop-down list if you do not track this information. Enter "0" in a "Number of applicants" field if you track the information, but the correct value is zero.

Jurisdiction where members were initially trained

d) Indicate where your members² were initially trained in the profession (use only whole numbers; do not enter commas or decimals).

The numbers to be reported in the **Members** row are the numbers on December 31st of the reporting year. For example, if you are reporting registration practices for the calendar year 2009, you should report the numbers of members in the different categories on December 31st of 2009.

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Members on December 31st of the reporting year	n/a	n/a	n/a	n/a	n/a	0

² Persons who are currently able to use the protected title or professional designation of the profession.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

The Law Society of Upper Canada currently has almost 40,000 members and has not historically tracked this information as part of the call to the bar. Candidates are required to complete the Licensing Process after completing a) an LL.B from an approved law school program at a Canadian university or b) the requirements for a Certificate of Qualification from the National Committee on Accreditation.

Applications your organization processed in the past year

e) State the number of applications your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

from January 1 st to December 31 st of the reporting year	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	1418	12	18	82	0	1530
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	1372	11	18	78	0	1479
Inactive applicants (applicants who had no contact with your organization in the reporting year)	46	1	0	4	0	51
Applicants who met all requirements and were authorized to become members but did not become members	590	17	0	0	0	607
Applicants who became FULLY registered members	1292	26	26	76	0	1420
Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence	n/a	n/a	n/a	n/a	n/a	0
Applicants who were issued an alternative class of licence³	n/a	n/a	n/a	n/a	n/a	0

³ An alternative class of licence enables its holder to practise with limitations, but additional

registration requirements must be met in order for the member to be fully licenced. Please list and describe below the alternative classes of licence that your organization grants, such as student, intern, associate, provisional or temporary.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

There are no alternate classes of licence. Total identifies all candidates licensed in the year indicated. Candidates have three years to be licensed from the time they begin the Licensing Process. This number will represent candidates registered between one and three years prior and have completed all components of licensing in the designated fiscal period from January 1 to December 31.

	Class of licence	Description
a)	n/a	n/a
b)	n/a	n/a
c)	n/a	n/a
d)		
e)		
f)		
g)		
h)		

i)		
j)		

Reviews and appeals your organization processed in the past year

f) State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

from January 1 st to December 31 st of the reporting year	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	1	0	0	0	0	1
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Please identify and explain the changes in your registration practices relevant to this section that

occurred during the reporting year.

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Certification (13 / 13)

I hereby certify that:

- i. I have reviewed the information submitted in this Fair Registration Practices Report (the "Report").
- ii. To the best of my knowledge:
 - all information required to be provided in the Report is included; and
 - the information contained in the Report is accurate.

Name of individual with authority to sign on behalf of the organization: Diana Miles

Title: Director, Professional Development and Competence

Date: February 27, 2009

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