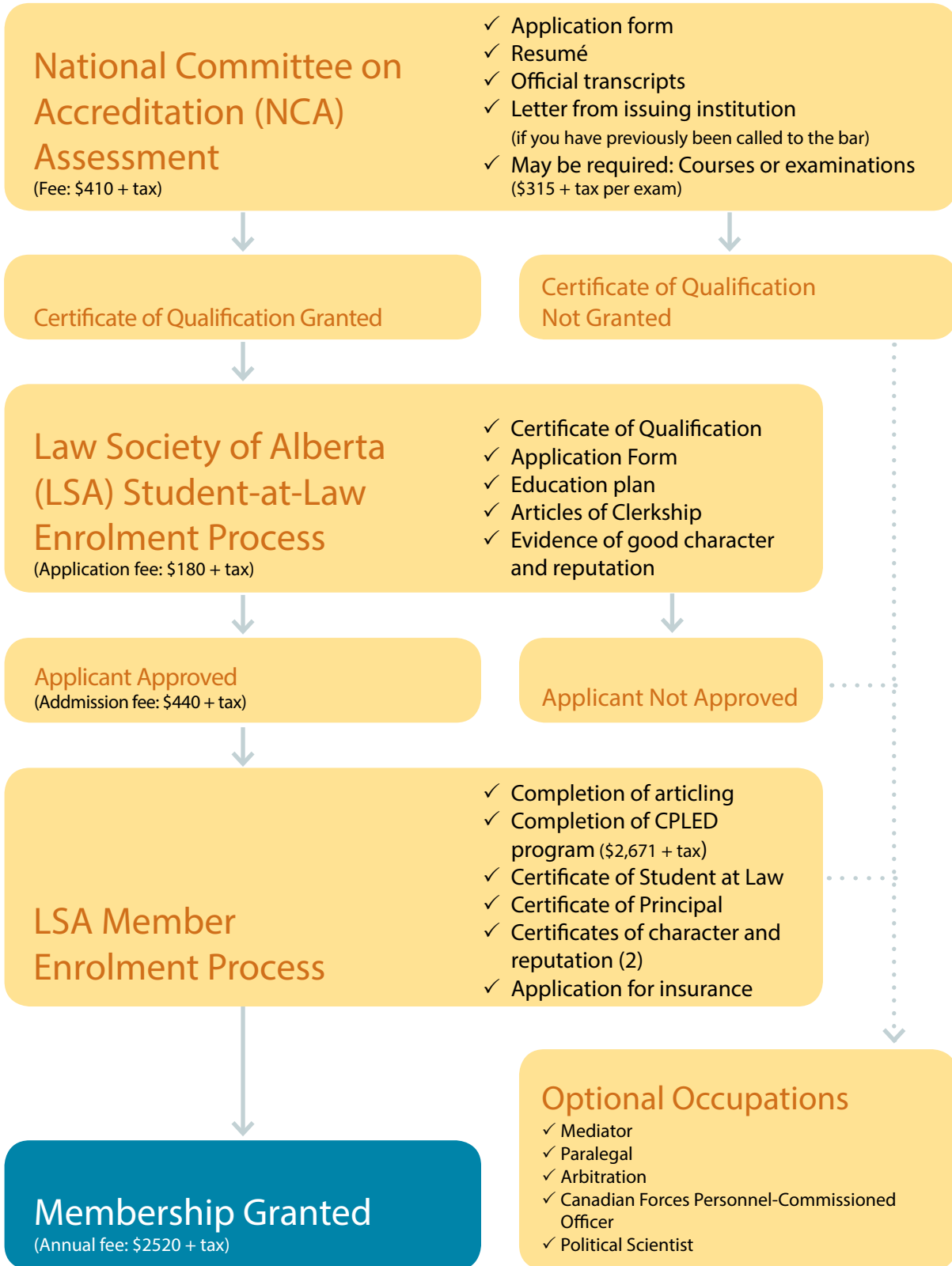


# Lawyer

## Enrolment Process



## Lawyer

### Enrolment Process

#### Description of Occupation

Lawyers advise clients on legal matters and provide them with representation in such matters. They also draw up legal documents such as contracts and wills.

Lawyers may work in a court setting or in an office setting.

#### Obtaining Enrolment in Alberta

To become a lawyer in Alberta, you must be enrolled with the Law Society of Alberta (LSA). If you completed your law degree outside Canada, you must first get a Certificate of Qualification from the National Committee on Accreditation (NCA). Then you will be required to article in Alberta and to complete the Bar Admission Program through the Canadian Centre for Professional Legal Education (CPLED). Once you have completed the articling process and the CPLED requirements, you can apply to become a member of the LSA.

Contact information for the LSA and links to Forms are at the end of this document.

#### Residency Requirement

You do not have to be a resident of Canada to begin the enrolment process.

#### Requirements

Internationally educated lawyers must meet the following requirements:

##### 1. *Academic Credentials*

Before you can begin the enrolment process, you must have your credentials evaluated by the NCA.

The NCA requires the following in order to assess your credentials:

- Application Form
- Official transcripts forwarded directly from your educational institution
- If applicable, a certificate or letter of membership in good standing issued by the local regulatory authority which governs your admission to the practice of law in that jurisdiction, forwarded directly to the NCA
- If applicable, an official copy of your transcripts issued by the local regulatory authority which governs your admission to the practice of law in that jurisdiction, for any courses or examinations required by such authority, forwarded directly to the NCA
- International English Language Testing System (IELTS) test results (if the language of instruction of your law degree was in a language other than English you will need to score a minimum of 7.0 for writing, speaking, reading and listening)
- Fee.

Note: In order to receive a Certificate of Qualification the NCA may require you to prove your skills are equivalent to Canadian standards by taking certain examinations. When the NCA assesses your academic credentials, it will determine which (if any) examinations you need to take. There is a fee to write each examination.

Examinations are offered in the following areas:

- Canadian Administrative Law
- Family Law
- Civil Procedure
- Foundations of Canadian Law
- Commercial Law
- Professional Responsibility
- Canadian Constitutional Law
- Property
- Contracts
- Remedies
- Corporate Law/ Business Organizations
- Taxation
- Canadian Criminal Law and Procedure
- Torts
- Evidence
- Trusts.

Once you have successfully completed the assigned requirements (examinations and/ or additional subjects completed at a Canadian law school), the NCA issues a Certificate of Qualification. You will then need to submit the Certificate of Qualification to the LSA.

## **2. Work Experience**

No previous experience is required to apply to the LSA, however after you have applied, you will have to go through the articling process and complete the Bar Admission Program through the CPLED.

### **Articling**

In order to article and complete the CPLED program, you must apply to become a Student-at-Law with the LSA and submit the following:

- Application for admission as a Student-at-Law
- Two (2) certificates of character and reputation
- Articles of Clerkship
- Education Plan
- NCA Certificate of Qualification
- For students who are or have been a member of a governing body in another jurisdiction, a Certificate of Standing from that body
- Fees

You will need to find a Lawyer to article with for a period of one (1) year. If you article for a Judge you must article for 15 months, five (5) months of which must be with a law firm.

Once your articles are approved, you can apply to the Credentials and Education Committee to have your period of articling or CPLED requirements reduced or modified. To do so, you will need to provide the LSA with the following:

- A letter describing what reduction or modification you are seeking
- Information about your educational background; any bar admission programs you were enrolled in; and any previous practice and work experience you have had in the legal field (copy of current resume)

### **CPLED**

You will need to take eleven (11) competency evaluations in order to pass the CPLED program. These evaluations are called modules, and they take six (6) months to complete. They can be done at the same time as your articling process.

Eight (8) of the modules are done online and three (3) of the modules are done face-to-face. Along with your CPLED fee, you will need to submit the following before you can begin the program:

- Signed copy of the CPLED agreement
- Confirmation from the LSA that it has approved your article OR approval from the LSA if you are still in the process of articling.

### **LSA Membership**

Once you have completed the articling process and the CPLED requirements, you can apply to become a member of the LSA.

You will need the following to apply for membership:

- Application by a Student-at-Law for Enrolment as a Member
- Two (2) certificates of character and reputation
- Certificate of Student-at-Law
- Certificate of Principal from each Principal for whom you have articulated
- Application for professional liability insurance OR Application for exemption from professional liability insurance OR Election to Become an Inactive Member

AND

- Fees.

### **3. Good Character and Reputation**

You must provide evidence you are of good character and reputation.

The Law Society of Alberta requires the following:

- Two (2) certificates of character and reputation, each to be filled out by people you have previously worked with
- A certificate of standing from each governing body of which you have been a member.

## Payment

These fees are in Canadian dollars and are subject to change. See the appropriate agency for most up-to-date fees.

<b>NCA Fees</b>	
Assessment of Credentials	\$ 410 + tax
<b>Law Society of Alberta Fees</b>	
Application fee	\$180 + tax
Admission fee	\$ 440 + tax
Annual fee as an active member	\$ 2520 + tax
<b>Legal Education Society of Alberta</b>	
CPLED program	\$ 2761 + tax

## Average Earnings

The overall average earnings for all Lawyers, according to the Alberta 2013 Wage and Salary survey:

Average hours worked per week	40.7
Average wage per hour	\$59.25
Average salary per year	\$119,116

## Employment Options

You can also consider working in Alberta in related occupations such as: Paralegal, Arbitrator, Mediator, Canadian Forces Personnel–Commissioned Officer, or Political Scientist.

For more information about additional employment options, go to the following website:

[Alberta Learning Information Service \(ALIS\) Occupational Profiles — Lawyer](http://www.alis.alberta.ca/occinfo)  
([www.alis.alberta.ca/occinfo](http://www.alis.alberta.ca/occinfo)).

## Contact Information

Law Society of Alberta  
500, 919-11<sup>th</sup> Avenue S.W.  
Calgary, Alberta T2R 1P3  
Telephone: 403-229-4700

Toll-Free (from Alberta, Saskatchewan, Lower Mainland British Columbia, Yukon, NWT and Nunavut): 1-800-661-9003

Fax: 403-228-1728

Email: [Membership Services](mailto:Membership@lawsociety.ab.ca)

Website: [www.lawsociety.ab.ca](http://www.lawsociety.ab.ca)

National Committee on Accreditation  
c/o Federation of Law Societies of Canada  
World Exchange Plaza  
45 O'Connor, Suite 1810  
Ottawa, Ontario K1P 1A4  
Telephone: 613-236-1700  
Email: [nca@flsc.ca](mailto:nca@flsc.ca)  
Website: [www.flsc.ca](http://www.flsc.ca)

CPLED (Legal Education Society of Alberta)  
800 Bell Tower, 10104 – 103 Avenue  
Edmonton, AB T5J 0H8  
Telephone: 780-420-1987  
Website: [www.lesa.org](http://www.lesa.org)

### **Resources**

This information is an overview of the enrolment process. For the most current information visit the Law Society of Alberta's website at [www.lawsociety.ab.ca](http://www.lawsociety.ab.ca).

Application Forms and Information:

[LSA Enrolment Process](#)

[LSA Forms](#)

[LSA Fee Schedule](#)

Academic Credentials:

[NCA Assessment Process](#)

Legal Education Society of Alberta

[Canadian Centre for Professional Legal Education \(CPLED\) Program](#)