

November 2020

Attention: Law School students in their final year
CC: Law School Deans and Law School Career Development Officers
Re: Application for the 2021-22 Lawyer Licensing Process
Apply by: **December 4, 2020, by 5 p.m.**

This letter describes the application process and procedures for admission to the Law Society of Ontario 2021-22 Lawyer Licensing Process. Your law school has kindly agreed to distribute this information to all third-year law school students now that the online application is live.

Licensing Process Requirements

All candidates in the Licensing Process must successfully fulfill the following requirements in order to be called to the Bar of Ontario:

- The Barrister Licensing Examination and the Solicitor Licensing Examination. For your reference, Licensing Examination dates are posted, as they become available, on the [2021-22 Online Licensing Examinations](#) webpage. It is expected that specific dates will be posted in 2021 along with the examination delivery method (online vs. in-person).
- The Experiential Training Component, which includes completion of either Articling or the Law Practice Program (LPP);
- Be of Good Character;
- Submission of a final official law school transcript, sent directly from the issuing law school to the Licensing and Accreditation Department, on or before August 6, 2021. You must request this document be sent by your law school in advance of the deadline in order to avoid a late filing fee; and
- Payment of all fees and filing of all forms/documents as required by the Law Society.

Visit iso.ca/how-do-i-become-a-lawyer for more information.

The Lawyer Licensing Process application

The Lawyer Licensing Process application consists of two parts:

Part I consists of an online application.

Part II requires the applicant to submit a commissioned or notarized paper version of the application along with the required fees and supporting documentation.

Applicants MUST complete and submit both parts of the application process to be admitted to the Lawyer Licensing Process. **Applicants who do not complete both parts of the application will be removed from the process and will not be billed or scheduled for the Licensing Examinations or be able to participate in the experiential training component.** Both parts may be completed beginning in November 2020, once the online application is live.

Once applicants complete Part 1 of the application process online, they should proceed to Part 2 of the application process, which is the preparation and submission of the paper copy of the application and the required supporting documents, which must all be duly commissioned.

Please note that with the ongoing COVID-19 situation that we are introducing a virtual/remote commissioning process for applicants who are unable to have their application and supporting documentation commissioned in person due to social distancing requirements and public health concerns. Please see these links and this form for more information, guidance and best practices when having your documents virtually/remotely commissioned instead of in-person. The virtual commissioning form must accompany any application submitted to Licensing and Accreditation if an applicant has their documents commissioned virtually/remotely. Applicants who have their information commissioned in person may use the existing commissioning page at the end of their application.

[Virtual Commissioning Form](#)
[Remote/Virtual Commissioning](#)
[Best Practices and Supports](#)

If you are having your documents virtually commissioned, be prepared to provide your commissioner with an electronic copy of all the documents that must be commissioned as part of your application submission. You must download your PDF application file from your Law Society online account and provide it to the commissioner. You must also show your commissioner your passport photos, legal name document confirming your full legal name and any good character information as part of the commissioning process.

Completing Part 1 of the Application

To complete Part I of the application process applicants must:

Visit the Lawyer Licensing Process section of the Law Society website at <http://www.lso.ca/licensingProcesslawyer> in **early November**.

Select “Apply Now” at the bottom of the page in order to access the online application for 2021-22.

Ensure you review the page “[Completing the Lawyer Licensing Application Process](#)” for more information.

Dates to Remember

Applicants have until **December 4, 2020, 5:00 p.m. EST** to complete and submit the application/fee before incurring a late filing fee. If you intend to write any of the June 2021, November 2021 or March 2022 Licensing Examinations, you must apply by this deadline. Candidates who intend to write their

examinations in March 2022 or commence their experiential training in 2022 are expected to wait and apply in the next intake period which occurs next October 2021.

While the official application deadline is 5 pm EST on December 4, 2020, we appreciate that some schools may require additional time to commission their students' applications virtually/remotely. Due to this, we will accept applications from applicants without penalty if they are received by Licensing and Accreditation between December 7-14, 2020. Any applications received after 5 pm EST on December 14, 2020 will be subject to the applicable late application fee. **It is important that applicants complete their online application as soon as possible to allow themselves adequate time to have their documents commissioned in-person or virtually/remotely.**

Candidate Licensing Term

You will have a three-year Licensing Term to complete the requirements of the Licensing Process (unless you begin any component of the Licensing Process in an earlier licensing cycle). As a new applicant to the Licensing Process, your three-year Licensing Term will begin on May 1, 2021 and end on April 30, 2024.

Additional Information

Information regarding the Licensing Examinations, rules, policies and dates to remember is also posted on the Law Society's website. You are strongly encouraged to review the information to ensure you are aware of all the requirements. Once you apply and submit your application and supporting documents, please ensure you review the website and your Law Society online account regularly for additional deadline and invoicing information.

If you apply by the December deadline, you will begin receiving regular notifications in your online account in February 2021.

If you require further information, please contact the Licensing and Accreditation Department at the Law Society:

By email: licensingprocess@lso.ca

Once you have submitted your application, you may also message the Law Society through your secure online web account.

By telephone: 416-947-3315 Toll-free at 1-800-668-7380, extension 3315

Best wishes for continued success with your studies. We look forward to welcoming you to the profession.

Sincerely yours,

Ken Osborne CD, B.A., L.L.B, M.s. Ed, CTDP
Director, Licensing and Accreditation
Law Society of Ontario