

# 2016/2017 CPLLED PROGRAM

## Information Circular for Alberta Students

The Canadian Centre for Professional Legal Education (CPLLED) Program is the licensing and credentialing program of the Law Society of Alberta. The Legal Education Society of Alberta (LESA) delivers the CPLLED Program on behalf of the Law Society of Alberta.

Students seeking admission to the Alberta Bar must successfully complete all of the requirements of the CPLLED Program and fulfill the other admission requirements of the Law Society of Alberta set out in the *Legal Profession Act* and the *Rules of the Law Society of Alberta*.

The CPLLED Program is based on the *National Entry to Practice Competency Profile*, which defines the competencies expected of a newly-called lawyer. The CPLLED Program uses a blended learning environment combining face-to-face sessions with online modules to guide students in developing these competencies. Students are evaluated on these competencies throughout the program.

## CPLLED PROGRAM

The CPLLED Program requires the successful completion of three face-to-face sessions, seven online modules, and a Trust Accounting Fundamentals online self-study course. Generally, a student must successfully complete all requirements within one CPLLED year (July 1, 2016 – June 30, 2017).

Full-time attendance at, and participation in, all parts of the CPLLED Program is required. Both students and articling principals must recognize this obligation.

Face-to-Face	Online
Oral Advocacy & Professional Responsibility  Interviewing & Advising  Negotiations & Practice Fundamentals	Legal Research & Writing  Drafting Pleadings  Drafting Contracts  Written Advice & Advocacy  Practice Management  Client Relationship Management  Ethics & Professionalism  Trust Accounting Fundamentals

**The deadline for application is May 31, 2016.**

Students who do not apply by this date are subject to a non-refundable late filing fee of \$150 plus GST.

## Demonstrating Competency

Over the course of the CPLED Program, a student completes 10 competency evaluations. Students must achieve “Competency Demonstrated” in all 10 (a mark of at least 60).

If a student does not achieve “Competency Demonstrated” in any element of the CPLED Program, the competency evaluation is automatically re-marked by a different marker. If after the re-mark a student still has a grade of “Competency Not Yet Demonstrated”, the student can complete a supplemental competency evaluation, subject to the Rules of the Law Society which provide for a maximum of three supplemental competency evaluations.

Supplemental competency evaluations are scheduled during the Reserve Period, which runs March 30, 2017 to June 22, 2017.

## Face-to-Face

Three modules, namely **Oral Advocacy**, **Interviewing & Advising**, and **Negotiations**, are taught and evaluated in-person. Instruction and learning exercises within these face-to-face modules assist in preparing students for their face-to-face competency evaluations.

During the face-to-face sessions, students also learn about **Professional Responsibility** (taught the same week as Oral Advocacy) and **Practice Fundamentals** (taught the same week as Negotiations).

Students must complete all three face-to-face sessions. Attendance is mandatory. The full week may not be required; detailed schedules are sent to confirmed applicants.

Students can choose from four sessions for each module, two of which are offered in Calgary and two of which are offered in Edmonton:

### Oral Advocacy & Professional Responsibility

- Week of August 22, 2016 (Calgary)
- Week of August 29, 2016 (Edmonton)
- Week of January 2, 2017 (Calgary)
- Week of January 9, 2017 (Edmonton)

### Negotiations & Practice Fundamentals

- Week of October 31, 2016 (Calgary)
- Week of November 7, 2016 (Edmonton)
- Week of March 13, 2017 (Calgary)
- Week of March 20, 2017 (Edmonton)

### Interviewing & Advising

- Week of September 26, 2016 (Calgary)
- Week of September 26, 2016 (Edmonton)
- Week of February 6, 2017 (Edmonton)
- Week of February 6, 2017 (Calgary)

Session enrolment is limited. Students are encouraged to register early; preferences are granted on a first-come, first-served basis. Students should remember to consult with their articling firms, wherever possible, before making their selections. This helps ensure that session preferences take into account the interests of the principal, the law firm, and the applicant.

## Online Modules

The remaining competencies are assessed online. Students are automatically registered for the online modules, which run on the following dates:

<b>Legal Research &amp; Writing:</b>	September 1, 2016 to September 22, 2016
<b>Drafting Pleadings:</b>	October 6, 2016 to October 27, 2016
<b>Drafting Contracts:</b>	November 10, 2016 to December 1, 2016
<b>Written Advice &amp; Advocacy:</b>	December 1, 2016 to December 22, 2016
<b>Practice Management:</b>	January 12, 2017 to February 2, 2017
<b>Client Relationship Management:</b>	February 16, 2017 to March 9, 2017
<b>Ethics &amp; Professionalism:</b>	March 23, 2017 to March 30, 2017

Applicants whose entry into the CPLED Program is delayed will automatically be registered to complete missed modules during the Reserve Period.

Online modules open at 4 p.m. on the start date. This is the earliest that students can access their course work.

All modules, except Ethics & Professionalism, run over the course of 3 weeks. Students submit weekly assignments (which are voluntary but **highly recommended**); learning group facilitators provide feedback on student submissions. These weekly assignments, along with background readings and learning exercises, help students prepare for their online competency evaluations.

The Ethics & Professionalism module runs over the course of a single week. No weekly assignments are assigned for this module; issues related to ethics and professional responsibility are touched on throughout the face-to-face and online modules.

Online competency evaluations typically consist of written submissions. In the case of Practice Management and Client Relationship Management, the competency evaluation takes the form of an invigilated (supervised) examination. For Practice Management and Client Relationship Management, students must arrange for an approved invigilator to oversee their competency evaluations. Detailed information is provided to students closer to the start of these modules.

During a module, online submissions are due **before 4 p.m.** each Thursday. Deadlines are **strictly** enforced, unless prior approval in writing has been granted.

## Trust Accounting Fundamentals

Students must complete a **Trust Accounting Fundamentals** online self-study course; students can complete this course any time during the CPLED year. To avoid delaying their bar admission, students must obtain their certificate of completion **by March 31, 2017**.

## Reserve Period

A Reserve Period runs March 30, 2017 to June 22, 2017. Supplemental competency evaluations are scheduled during the Reserve Period. Applicants whose entry into the CPLED Program is delayed also complete missed modules during this period.

## APPLICATION PROCESS

Admission requirements include (a) receipt of a completed *Application for Admission to the CPLED Program*, (b) receipt of a signed *CPLED Program Agreement*, (c) payment of tuition, and (d) confirmation of student-at-law status.

### Application

To initiate the registration process, students submit an *Application for Admission to the CPLED Program*. Applications can be completed online at <http://www.lesa.org/cpled>. The application deadline is May 31, 2016.

Face-to-face session enrolment is limited. Students are encouraged to register early; preferences are granted on a first-come, first-served basis.

### Documentation

To be admitted to the CPLED Program, an applicant must agree to certain terms and conditions as set out in the *CPLED Program Agreement*. By signing this agreement, the applicant agrees, among other things, to be bound by CPLED's *Professional Integrity Policy*, a copy of which can be found at <http://www.lesa.org/cpled>. A breach or suspected breach of CPLED's *Professional Integrity Policy* or the *CPLED Program Agreement* is taken very seriously. An infraction may result in suspension or expulsion from the CPLED Program and the involvement of the Law Society of Alberta.

### Tuition

The Law Society of Alberta sets tuition for the CPLED Program, typically in April. The fee includes:

- admission to the CPLED Program;
- enrolment in all three face-to-face sessions (Oral Advocacy & Professional Responsibility, Interviewing & Advising, and Negotiations & Practice Fundamentals);
- enrolment in all seven online modules (Legal Research & Writing, Drafting Pleadings, Drafting Contracts, Written Advice & Advocacy, Practice Management, Client Relationship Management, and Ethics & Professionalism);
- evaluation in all ten competency evaluations (Oral Advocacy, Interviewing & Advising, Negotiations, Legal Research & Writing, Drafting Pleadings, Drafting Contracts, Written Advice & Advocacy, Practice Management, Client Relationship Management, and Ethics & Professionalism), including any re-marking or supplemental competency evaluations;

- access to the *Trust Accounting Fundamentals* online self-study course (required), plus access to LESA's *Code of Conduct* and *Lawyers' Assist* online self-study courses; and
- access to various CPLED Resources Materials and to the online LESA Library for the duration of the CPLED year.

## **Student-at-Law Status**

The Law Society of Alberta administers the rules, regulations, and procedures for students-at-law and principals. Persons who want to article in Alberta must seek admission to the Law Society of Alberta as a student-at-law. This is a separate requirement from the requirement to register for the CPLED Program. Questions regarding admission as a student-at-law should be directed to **Membership Services at the Law Society of Alberta**.

Applicants can apply to the CPLED Program **before** completing the requirements to be admitted as a student-at-law. Before commencing the CPLED Program, however, an applicant must have student-at-law (or comparable) status with either the Law Society of Alberta or the Law Society of the Northwest Territories.

## **Application and Commencement Deadlines**

The application deadline is May 31, 2016. Students who do not apply by this date are subject to a non-refundable late filing fee of \$150 plus GST.

Documentation and fees are due July 29, 2016. Students whose documentation and fees are not received by this date may have their applications cancelled and/or be delayed entry into the CPLED Program.

If 10 days before the start of a module, all requirements are not satisfied (i.e. application, documentation, fees, and confirmation of student-at-law status), an applicant may not be permitted to commence that module. Missed modules are scheduled during the Reserve Period (March 30, 2017 to June 22, 2017).

If a student is not permitted to commence the CPLED Program by December 1, 2016, the student's registration in the 2016/2017 CPLED Program will be cancelled and their tuition refunded.

## **KEY POLICIES**

Please note that various policies apply to applicants admitted to the CPLED Program.

Policies include those related to accessibility and accommodation, privacy, and professional integrity. More information about specific policies may be found at <http://www.lesa.org/cpled>.

## **Accessibility and Accommodation**

LESA strives to ensure the CPLED Program is easily accessible, but is sensitive to the fact that the program may present unintended challenges for some students. If applicants have individual circumstances of which they would like LESA to be aware, they can identify these on their online application form or contact the LESA office. Such circumstances may include (but are not limited to) physical disability, mental disability, family status, financial hardship, and living more than 125 km (one way) from the nearest CPLED site. Providing this information is voluntary. Such information (as with all personal information) is kept in the strictest confidence.

LESA engages directly with such students to pinpoint specific challenges, as well as to discuss strategies (including, when appropriate, accommodation) to mitigate those challenges.

## **Privacy**

Applicants must be aware of and accept that personal information may be exchanged between the Law Society of Alberta, LESA, and CPLED (including those persons who administer the CPLED Program). The exchange of information is made for the purpose of monitoring performance, assisting in the operation of the CPLED Program, or governing the articling process. The Law Society of Alberta and the student-at-law's principal are advised of grades in the CPLED Program.

## **Professional Integrity**

A breach or suspected breach of CPLED's *Professional Integrity Policy* or the *CPLED Program Agreement* is taken very seriously and may result in suspension or expulsion from the CPLED Program and the involvement of the Law Society of Alberta.

## **ADDITIONAL INFORMATION**

For up-to-date information about the CPLED Program in Alberta visit <http://www.lesa.org/cpled> or contact LESA at:

CPLED Alberta c/o  
Legal Education Society of Alberta  
2610, 10104 - 103 Avenue  
Edmonton, Alberta T5J 0H8

Phone: 780.420.1987  
Toll free in Alberta: 1.800.282.3900  
Fax: 780.425.0885

Student Coordinator: Craig Edhart  
Direct line: 780.969.3554 or 1.800.282.3900 ext. 3554  
Email: [craig.edhart@lesa.org](mailto:craig.edhart@lesa.org)

This Information Circular, and the policies and procedures referred to in it, may be changed or updated from time-to-time. The current version of this Information Circular is the version posted at <http://www.lesa.org/cpled>.