

## LEARNING GROUP FACILITATOR/EVALUATOR APPLICATION

This application form is used to apply to be a Learning Group Facilitator/Evaluator (LGF/LGE) for the CPLED Program in Alberta. Please read and follow the attached instructions to avoid delay or rejection of your application.

Contact Information	
Last Name	First Name
Phone (primary)	Phone (alternative)
Address	City, Province
Postal Code	Email
Background Information	
Current Employer	
Current Areas of Practice	
Have you worked as a Learning Group Facilitator/Evaluator in the CPLED Program in Alberta in the past 2 years? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If "yes", please go to "Availability and Suitability". If "no", please first complete the "Supplementary Background Information" section.</i>	
Supplementary Background Information (attach a separate sheet if required)	
Province and Year of Call	Law School and Year of Graduation
Please tell us why you would like to be involved in CPLED:	
Please provide a brief description of your work history:	
Please provide a brief description of your education delivery history:	
Please describe your level of computer and internet knowledge, as well as any experience you have had working in an online learning environment (e.g. WebCT, Blackboard, Moodle, Desire2Learn):	
Please provide the names and contact information of two Alberta lawyers who would be willing to act a reference for you.	
1. 2.	

## Availability and Suitability

Please select the modules for which you are interested and available and for which you feel you would have suitable experience:

- Legal Research & Writing (September 1 to September 22, 2016) LGF  LGE
- Drafting Pleadings (October 6 to October 27, 2016) LGF  LGE
- Drafting Contracts (November 10 to December 1, 2016) LGF  LGE
- Written Advice & Advocacy (December 1 to December 22, 2016) LGF  LGE
- Practice Management (January 12 to February 2, 2017) LGF  LGE
- Client Relationship Management (February 16 to March 9, 2017) LGF  LGE
- Ethics & Professionalism (March 23 to March 30, 2017) LGF  LGE

### Note:

- New applicants will be scheduled as facilitators (LGFs) only, for the first few years with the CPLED program.
- You must be an LGF to be considered as an LGE for that module
- Mandatory LGF and LGE training runs in August
- Mandatory module-specific LGF training starts approximately 1 week before a module opens
- LGE duties conclude approximately 2 weeks after a module closes

During the modules selected above (including the week before and, for LGEs, for the two weeks after), please confirm the following:

- How many hours can you commit each week? (Monday to Friday) Hours \_\_\_\_\_
- How many hours can you commit each weekend? Hours \_\_\_\_\_
- Will you have consistent and reliable computer and internet access? Yes  No

## Conflicts

Will you be a principal to an articling student in the 2016/2017 year? Yes  No

If "yes", please identify the student:

Throughout the year, Learning Group Facilitators/Evaluators identify any potential conflicts of interest. If you are already aware of a potential conflict of interest (e.g. CPLED students employed at your firm, students with whom you have a personal relationship), please explain:

I consent to the Law Society of Alberta accessing, reviewing, and using my personal information in its custody or control (subject to Rules 31.1 and 31.2, information collected by the Practice Advisor and the Equity Ombudsperson), as relevant and necessary, for the purpose of assessing my suitability as a Learning Group Facilitator and/or Evaluator for the CPLED Program.

I further certify that I have reviewed the Legal Education Society of Alberta's *Privacy Policy* and *Code of Conduct and Ethics* (found at [www.lesa.org](http://www.lesa.org)) and agree to be bound by their provisions.

I agree to adhere to the policies established by the Legal Education Society of Alberta and/or the Canadian Centre for Professional Legal Education (CPLED) provided to me from time to time, including (but not limited to) requirements related to confidentiality and to the disclosure of conflicts of interest.

Applicant Signature

Date

## Decision (Office Use Only)

Approved for:

- Legal Research & Writing (September 1 to September 22, 2016) LGF  LGE
- Drafting Pleadings (October 6 to October 27, 2016) LGF  LGE
- Drafting Contracts (November 10 to December 1, 2016) LGF  LGE
- Written Advice & Advocacy (December 1 to December 22, 2016) LGF  LGE
- Practice Management (January 12 to February 2, 2017) LGF  LGE
- Client Relationship Management (February 16 to March 9, 2017) LGF  LGE
- Ethics & Professionalism (March 23 to March 30, 2017) LGF  LGE

Other Comments (attach a separate sheet if required):

Signature

Date

## INSTRUCTIONS FOR COMPLETING A LEARNING GROUP FACILITATOR/EVALUATOR APPLICATION

*Please read and follow these instructions to avoid delay or rejection of your application.*

### General Information

1. **Learning Group Facilitator/Evaluator Application.** The Legal Education Society of Alberta (LESA) recruits experienced members of the Alberta legal profession as facilitators and evaluators. These individuals are critical to delivering a highly-valued educational experience and defensible, high-stakes competency evaluations. In scheduling Learning Group Facilitators (LGFs) and Learning Group Evaluators (LGEs), considerations include optimal fit, diversity, program sustainability, and a desire to create a rewarding experience for all involved. LESA strives to consider a mix of demographics, practice areas, practice contexts (e.g. private practice, government, in-house, etc.), firm size, geographical locations, learning styles, experiences, abilities, and perspectives. LESA values the contributions of seasoned LGFs; it also strives to create opportunities for new LGFs. This approach supports long-term sustainability and avoids overburdening a limited subset of individuals.

### Instructions for Completing a Learning Group Facilitator/Evaluator Application

1. Complete the application in full.
  - (a) **Contact Information.** Please complete the Contact Information section. The information you provide will be the primary contact information used by LESA for CPLED correspondence. If your contact information changes, please contact LESA's Education Coordinator as soon as possible.
  - (b) **Background Information.** Please complete the Background Information section, including your current employer and your current areas of practice. Check "yes" or "no" to indicate whether you have worked as an LGF or LGE in the (online portion) of CPLED Program in Alberta in the past 2 years.

*Note:* If you are not currently practicing law (e.g. retired, on leave), please include a note to this effect and indicate (a) your most recent employer, (b) your most recent areas of practice, and (c) the date you last practiced.
  - (c) **Supplementary Background Information.** If you are a returning LGF (having worked as an LGF for the CPLED Program in Alberta within the last 2 years), you do not need to complete the Supplementary Background Information section. Otherwise, please complete this section. This information helps LESA ensure that the role of LGF or LGE is well-suited to your skills and interests. LESA also strives to ensure that it is providing adequate orientation and training.
  - (d) **Availability and Suitability.** Please complete the Availability and Suitability section. Please select the modules for which you are interested and available and for which you feel you would have suitable experience. If you have questions about the modules, please contact the LESA's Education Coordinator for more information. Mandatory LGF and LGE training runs in August. Mandatory module-specific LGF training starts approximately one week before a module opens; LGE duties conclude approximately two weeks after a module closes. To be an LGE for a module, one must first be an LGF. **New applicants are scheduled as LGFs only, for the first few years, to help them familiarize themselves with the program and to gain experience providing feedback and using the Assessment Criteria.**
  - (e) **Conflicts.** Please identify any potential conflicts you may have with students participating in the current CPLED program year. Potential conflicts may include, but are not limited to, any students you may "know" or have worked with outside of CPLED, students articling at your firm (including branches of your firm in other cities) or any other circumstances that may threaten your impartiality (or perceived impartiality) as a facilitator or evaluator.
  - (f) **Signature.** Please sign the application either digitally or in writing to confirm that you have read and understood the instructions and requirements of the form and that all the information and documentation provided in support of the application is accurate and true. By signing this form, you are also consenting to the Law Society of Alberta accessing, reviewing and using your personal information for vetting purposes, and agreeing to be bound by other LESA and CPLED policies.
2. Submit the application form and supporting documentation to the Legal Education Society of Alberta, Attn: Ashley Iachetta, Education Coordinator at 2610, 10104-103 Avenue, Edmonton, Alberta, T5J 0H8 or by email to [ashley.iachetta@lesa.org](mailto:ashley.iachetta@lesa.org).