



## LAWYER LICENSING PROCESS – ARTICLING

### Application for Exemption from the Experiential Training Program

Once complete, print, sign, date and file by one of the following options:

1. Scan and e-mail to [articling@lso.ca](mailto:articling@lso.ca); or
2. Mail to Articling, Licensing Process, Licensing and Accreditation Department, Law Society of Ontario, 130 Queen Street West, Toronto, ON, Canada M5H 2N6; or
3. In-person delivery to Law Society of Ontario.

Candidate Name:

Candidate Number :

Mailing Address:

Telephone:

E-mail:

Licensing and Accreditation may grant an exemption from articles based on a written application submitted with required documentation and the applicable fee of \$160.00 (plus applicable taxes). Law Society of Ontario will invoice your online account in the amount of \$160.00 (plus applicable taxes) or you may pay by certified cheque or money order payable to Law Society of Ontario.

#### Complete the following, attaching additional pages where applicable.

A Candidate may apply for an exemption from the Experiential Training Program if the candidate has been licensed to practice law in a common law jurisdiction and has practised as a lawyer for a minimum of ten months.<sup>1</sup>

Jurisdiction

Date of admission to the Bar

Jurisdiction

Date of admission to the Bar

When evaluating a candidate's request for an exemption, the Manager of Licensing and Accreditation will consider:

- a) the length, recency, nature, scope and diversity of the candidate's common law experience; and
- b) the relevance of the common law practice experience to the legal skills, practices and systems of Ontario.

Candidates and Referees should refer to the criteria for exemption in the [Lawyer Licensing Process Policies](#) and the [experiential training competencies for candidates](#) as a guide to completing the application.

---

<sup>1</sup> Where a candidate who requests an exemption of the Articling Term based on prior common law practice experience has been licensed to practice law in another jurisdiction, the Candidate must currently be in good standing in that jurisdiction or must have chosen not to maintain their license to practice law in that jurisdiction for reasons other than disciplinary action.

## Supporting Documentation Required:

### ✓ Letter from candidate must include:

- Specific dates, the name(s) of the firm(s) or organization(s) in which the candidate practiced, and a description of the practice setting.

A description of the candidate's common law practice experience, explaining how their experience is relevant to the legal skills and practices that would ordinarily be experienced during an articling placement. The candidate must reference the [experiential training competencies for candidates](#) and include specific examples of the competencies they have performed.

### ✓ Certificate(s) of Standing:

- An **original** Certificate of Standing must be ordered from the governing body of the legal profession from each of the candidate's previous jurisdictions.
- The Certificate of Standing must be sent **directly** from the governing body of that jurisdiction to Articling at Law Society of Ontario by mail.

**Any documents that are not in English or French must be translated by an Association of Translators and Interpreters of Ontario (ATIO) Certified Translator. You may wish to refer to ATIO's Directory of Certified Translators on its website at [www.atio.on.ca](http://www.atio.on.ca).** The original Certificate of Standing must be sent by the governing body of that jurisdiction directly to a certified translator. The certified translator must then send both the original and translated copies of the Certificate of Standing directly to Articling at the Law Society of Ontario.

### ✓ Reference Letter(s):

- The reference letter(s) must be sent directly from one or more eligible referee(s). An eligible referee is a **lawyer** or **judge** who has **direct knowledge** of the candidate's legal practice experience.
- The reference letter must include:
  - A description of the time period(s) and organization at which the referee and candidate practiced.
  - A description of the candidate's common law practice experience, including specific examples of how the candidate's practice relates to the [experiential training competencies for candidates](#).
- The reference letter(s) must be signed and sent directly by the referee to Articling at the Law Society of Ontario by mail or email.

NOTE: Multiple reference letters will be required in support of the application if the candidate is claiming practice experience at more than one firm or organization.

**First Lawyer/Judge Referee**

Name:

Mailing Address:

Telephone:

E-mail:

**Second Lawyer/Judge Referee**

Name:

Mailing Address:

Telephone:

E-mail:

Other relevant material that the candidate believes will be useful in making an evaluation of the application for exemption from the Experiential Training Program. Where information is to be sent from non-lawyer referee(s), attach relevant information, including name, address, position, and other contact information.

I have read and understood the requirements of this application. I will ensure that all supporting documents and applicable fees required by this application are filed and paid. I confirm that the facts contained in this application are true.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_