

PARALEGAL LICENSING PROCESS Request for Change or Deferment Form

Complete this form only if you are requesting a change to an existing Licensing Examination date or language. Information regarding your current Paralegal Licensing Examination selection is available in your online account.

To request an earlier Licensing Examination date or language, this form must be submitted at least **30 business days prior** to the earlier Licensing Examination date.

To defer the Paralegal Licensing Examination to a later sitting, candidates must submit this form at least **10 business days prior** to the sitting they wish to change. NOTE: Candidates who defer their Licensing Examination into a new Licensing Cycle will have a new charge applied to their online account for the revised study materials. The new material fee must also be paid in order to sit for the Licensing Examination. The fee payment for the examination will be transferred to the next sitting.

Candidates who do not meet the deadlines for submission listed above and do not attend the examination they were registered for will forfeit their examination fee payment. Candidates who wish to withdraw from any or all components of the Paralegal Licensing Process should NOT submit this form and are instead required to submit the Withdrawal Request Form available under the "[Paralegal Licensing Process Fees and Forms](#)".

For specific examination deadline dates please visit the [Dates to Remember](#) webpage.

SCAN AND EMAIL: licensingprocess@lso.ca

SUBMIT BY FAX: 416-947-9070

Required Information:

Candidate Legal Name:

Candidate ID#:

Daytime Phone Number

Please change my Licensing Examination sitting to this EARLIER sitting as indicated below:

February 12, 2019

July 30, 2019

October 16, 2019

Please defer my Licensing Examination sitting to this LATER sitting as indicated below:

July 30, 2019

October 16 2019

February 11, 2020

I will write the Paralegal Licensing Examination in the following language: English French

I understand that if I will be deferring to a sitting in a later licensing cycle I will be invoiced and must pay for the revised study materials for the examination as part of my registration requirements. This fee for new materials must be paid by the registration deadline in addition to the examination fee, as part of my registration requirements.

Note: Candidates who have submitted an Accommodation request are to advise the Accommodations Coordinator, Examination Administration of any changes to their status by email: examinationaccommodation@lso.ca by the prescribed deadline.

Candidate Signature: _____

Date: _____