

## PARALEGAL LICENSING PROCESS

### **Request for Change or Deferment**

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

***\*Special Notice to candidates who are intending to write OR defer an examination in 2020-21\****

***Candidates are to note that the [October 2020 and February 2021 online examination dates](#) are now available online and candidates may indicate below that they intend to write during these sittings by submitting this form no later than the applicable registration deadline.***

***Please note that as the current COVID-19 situation evolves, the website will be updated with information on the status of all licensing examinations. Dates and times are subject to change.***

**Please complete and submit this document via your online account as an attachment by the applicable deferral deadline if you are deferring an examination or by the applicable registration deadline if you are registering for an examination sitting.**

Candidates who do not meet the deferral deadlines for submission as outlined below and do not attempt the examination for which they were registered 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 online under “Fees and Forms”.

**For more details regarding the delivery of the Online Examination, please go to [Online Examination Delivery](#).**

**PLEASE SUBMIT THIS FORM AS AN ATTACHMENT THROUGH YOUR ONLINE ACCOUNT**

**Required Information:**

Candidate Legal Name:

Candidate ID#:

Daytime Phone Number:

**PARALEGAL Licensing Examination – Please change my current examination sitting to the following:**

To review your current selection, please log into your online account and go to “My Examinations and Study Materials”

<b>Examination Dates</b>	October 20-24, 2020	February 23-27, 2021
<b>Examination Language</b>	English French	English French

**Important Deadlines:**

<b>Registration Deadline</b>	September 4, 2020	January 18, 2021
<b>LSO Deferral Deadline</b>	October 1, 2020	February 3, 2021
<b>Deadline to Select a Date/Time with Provider</b>	October 1, 2020	February 3, 2021
<b>Examination Results Released</b>	Week of December 21, 2020	Week of April 26, 2021

I understand that should I require accommodation for an examination based on a ground listed in the *Human Rights Code*, R.S.O. 1990, c. H.19, I must submit a request for accommodation and supporting documentation by the deadline for accommodation requests.

**PLEASE SUBMIT THIS FORM AS AN ATTACHMENT THROUGH YOUR ONLINE ACCOUNT**

Candidate Signature:

Date:

By typing your name into the signature field, you agree that you are signing this form electronically and that your electronic signature is the legal equivalent of your manual signature on this form.