



PARALEGAL EDUCATION PROGRAM ACCREDITATION Form 1C—Paralegal Program Application Checklist

Submit this form to: paralegaleducation@lso.ca

Date: (MM/DD/YYYY)

Campus(es):

Institution Name:

Program Name:

Program Credential:

Program Address:

City:

Province:

Postal Code:

Telephone:

Email:

For additional information on program eligibility, definitions, etc., please refer to and carefully review the [Paralegal Education Program Accreditation Policy](#) (PEPAP) and [Frequently Asked Questions \(FAQ\)](#).

REQUIRED DOCUMENTATION AND INFORMATION

ALL APPLICANTS

Proof of approved status with the Ministry of Colleges and Universities (MCU)
(Copy of the institution's funding approval or confirmation of registration from the MCU)

Tabbed and sequentially organized electronic copy of complete accreditation application
(e.g., USB flash drive, email to LSO directly, upload to cloud with valid link, etc.)

Dated cover letter, prepared by a senior administrator or the (proposed) Program
Coordinator

Application fee for Accreditation or Reaccreditation

Institution Policies

Program Assessment Plan that includes the following:

General overview of the tests and assignments that will be used for compulsory legal
courses

Outline of when the tests and assignments will normally occur

Description of the concept for the formative testing of learner progress within a course

Description of the concept for the summative testing of learner performance on the competencies for a course

Description of the concept for determining the appropriate difficulty level of assignments, tests or exams

Description of the assignment and interpretation of grades (letter grades, percentages, pass/fail, what percent or letter grade constitutes a pass, etc.)

Maximum time afforded to faculty members to mark and provide feedback following formative and summative assessments

Description of the remedial action to be taken where a student does not obtain a passing grade for an assignment, test, exam, or course

Description of the manner in which course pass or failure will be determined

Process for the invigilation of tests and exams

Process for ensuring the integrity of assessments

Process for the maintenance of assessment records

Prior learning assessment, advanced standing, and/or a transfer of credits policy that is specific to the paralegal education program.

Field Placement Policy that includes descriptions of the following:

How field placements are chosen

How field placements are assessed

Whether field placements are paid or unpaid, or both

When field placements for a given Cohort will be secured

What students can expect regarding the location and type of field placements and what options are available to them

What measures will be taken in respect of students who are removed from a placement or who remove themselves from a placement (e.g., for performance or conduct deficiencies on the part of the student or for other reasons)

What deadlines exist

What students are required to do to secure a placement

What the “critical path” procedure is for placements

What happens when a student does not secure any interviews despite the Institution securing potential placements

What happens when a student fails to receive any placement offers

How the institution finalizes arrangements with Field Placement Hosts (including verification of the Field Placement Supervisor’s status with the Law Society or other relevant status)

Other general institution policies (if applicable)

Standard Forms

Form 1A – General Information Form

Form 1B – Payment Remittance Form

Form 1C – Paralegal Program Application Checklist

Form 2A – Paralegal Program Course Overview

Form 2B – Course Sequence

Sample program map

Form 3 – Individual Course Information Form for each course offered in the program

Detailed course outline/syllabus for each course that includes the following:

An explanation of how students are assessed within the course and how each Law Society competency set out in Form 3 is assessed

A detailed list of all topics covered and resources to be used in teaching each course (e.g., name and publication date of each textbook)

If the course mark includes a percentage allocated for participation, a marking rubric that outlines the objectively observable activities that will be considered for this grade

A detailed instruction schedule that

breaks down the course by class;

identifies the activities that will take place for each class;

identifies the Law Society competencies taught during each class using the numbers set out in Form 3; and

specifies which class(es) will be taught remotely

Sample course assessments that include the following:

Marking rubric

Answer key

Maximum time allotted for completion

Maximum timeframe permitted for the faculty member to return the marked assessment

Form 4A – Faculty Member List that includes the following:

At least two full-time faculty members

An up-to-date résumé for each listed faculty member that displays the requisite teaching and practice experience (if a prospective faculty member does not meet faculty qualifications, provide an explanation as to how the requirements of s. 3.5.1 of the PEPAP will be met)

Form 4B – Faculty Member Course Chart

Form 5 – Field Placement Form

MULTIPLE CAMPUS LOCATIONS ONLY

A separate application for each campus location

Application fee for each additional campus location

The name of the appointed faculty head at each campus location (if the Program Coordinator is not on-site at each campus location full time)

A detailed explanation and sample schedule showing how the Program Coordinator will be sufficiently involved in the core operations of the paralegal program at all campus locations to maintain the quality of the program (frequency of attendance at each campus location, activities performed at each campus location, knowledge of and interaction with campus students and faculty, etc.)