

- (d) the Institution arranges and manages appropriate field placements for Accredited Program students, including:
 - (i) ensuring that Field Placement Hosts and Field Placement Supervisors meet the requirements in the PEPAP;
 - (ii) ensuring that, where a Licensee Equivalent is the Field Placement Supervisor, the field placement is relevant to the paralegal scope of practice and to the knowledge and experience of the Licensee Equivalent;
 - (iii) ensuring that workplace activities are within the paralegal scope of practice; and
 - (iv) ensuring that students are gaining relevant experience that supports the competencies established for the field placement program/practicum;

- (e) courses are properly delivered and sequenced, including:
 - (i) at least two courses are concurrently delivered; and
 - (ii) courses are sequenced and delivered in a logical order, with foundational courses as prerequisites to more advanced courses;

- (f) a minimum of 10 students are registered in and actively participating in each course and Cohort of the Accredited Program; and

- (g) there are no more than two Intake Dates per Session per calendar year.

We also certify that the minimum number of 10 students for each course and Cohort for the Accredited Program for each campus was, during the prior year (select the appropriate response):

- exceeded _____ [initial] _____ [initial]
- met _____ [initial] _____ [initial]
- not met _____ [initial] _____ [initial]

If the number of students for each Cohort or course was not met for one or more campuses, a detailed explanation must be set out below.

Where the Program Coordinator manages more than one campus location, a detailed explanation of the activities undertaken by the Program Coordinator at each campus location to superintend the Accredited Program, both for administrative and teaching functions, must be set out below.

As the senior Administrators responsible for the Accredited Program, we acknowledge that the Accreditation Documents requirements are continuous requirements that must be met in order for the Accredited Program to maintain its status with the Law Society.

If there are any questions or concerns regarding the above-noted matters, we may contact the Law Society's paralegal program accreditation representatives and discuss those matters with them when they arise.

Signatures:

Senior Program Administrator

Date

Program Coordinator

Date

Part B: Following Year Intakes

Institution Name:

Program Credential:

If the Institution offers more than one Accredited Program (e.g., a diploma program and a certificate program), the Institution must submit a separate “Part B: Following Year Intakes” for each Accredited Program.

Please be reminded that a maximum of two Intake Dates per Session may be declared and that Intake Dates for a given Session must be synchronized across Accredited Program campus locations.

1. Campus Location:

Intake 1:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
Intake 2:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:

2. Campus Location:

Intake 1:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
Intake 2:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:

3. Campus Location:

Intake 1:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
Intake 2:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:

4. Campus Location:

Intake 1:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
Intake 2:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:

5. Campus Location:

Intake 1:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
Intake 2:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:

6. Campus Location:

Intake 1:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
Intake 2:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:

7. Campus Location:

Intake 1:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
Intake 2:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:

8. Campus Location:

Intake 1:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
Intake 2:	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date:
	Session:	Start Date:	Finish Date: