



CERTIFIED SPECIALIST PROGRAM

Application for Certification

Prior to completing this application, applicants should familiarize themselves with the requirements for certification set out in the [Administrative Policies Governing the Certified Specialist Program](#) (“Policies”) and the applicable Standards for Certification (“Standards”) If more space is required, please attach additional sheets.

Review of applications for the Certified Specialist Program takes a minimum of 45 business days to ensure appropriate service standards are met. All necessary supporting documents must be properly completed and included with the application or processing delays will result. Once a new application is reviewed and has been confirmed by Professional Development and Competence Counsel to comply with the Policies, the application will be presented to the Certified Specialist Board for final approval at their next scheduled meeting.

1. General Information:

Applicant's full name:

Lawyer Number:

Certificate to be issued in the following language(s): English only Bilingual French and English

Name of applicant's firm or organization:

Applicant's mailing address:

Applicant's telephone number:

Applicant's email address:

Applicant's website:

Please identify the specialty area for which this application is being made:

Bankruptcy and Insolvency Law

Civil Litigation

Citizenship and Immigration Law (please indicate which sub-specialties):

Immigration

Refugee Protection

Construction Law

Corporate and Commercial Law

Criminal Law

Environmental Law

Estates and Trusts Law

Family Law

Health Law

Indigenous Legal Issues (please indicate which sub-specialties):

Rights and Governance

Litigation and Advocacy

Corporate and Commercial

Intellectual Property Law (please indicate which sub-specialties):

Patent
 Trademark
 Copyright Law

Labour Law

Municipal Law (please indicate which sub-specialties):

Local Government
 Land Use Planning and Development

Real Estate Law

Taxation Law

Workplace Safety and Insurance Law

Please indicate if already certified as a specialist in other area(s):

yes I am a specialist in the area of:

no I am not a specialist in another area of law

2. Legal Experience

Applicants must establish that they meet the minimum years of practice; Recent Experience; and Substantial Involvement requirements, as enumerated in the [Policies](#) and the Standards for Certification specific to the specialty area.

Applicants will follow instructions in the Standards for Certification related to their area of practice to attest to their compliance with the Experience Requirements of the specialty area. Alternately, applicants may apply for special consideration of their individual circumstances or their related skills under the applicable Standards for Certification.

Applicants in part-time practice may equally be considered for certification, provided that they meet all of the eligibility requirements and that their involvement in the specialty area is reasonably equivalent to the Practice Concentration requirement. If applying for special consideration under the applicable Standards, a brief description outlining how the applicant meets the requirements must be included.

I was licensed to practise law in Ontario in (year) _____ and have been engaged in the practice of law for a minimum of 7 years immediately prior to the date of my application.

Within those 7 years, I have been engaged in the practice of law in the specialty area to which I am applying for a minimum of 5 years, and for the 2 years immediately preceding the date of my application ("Recent Experience").

In the 5 years that comprise my Recent Experience, my practice concentration in the specialty area has been as follows:

Indicate year	Approximate percentage of full-time or part-time practice
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During the 5 years that comprise my Recent Experience I have attained broad and varied experience and a mastery of substantive law in the specialty area.

During the 5 years that comprise my Recent Experience I have applied practices and procedures relating to the applicable specialty area.

I have complied with the Practice Concentration and Experience Requirements enumerated in the Standards for Certification applicable to the area of specialty to which I am applying.

3. Membership in professional organizations

Participation in related professional organizations is not a requirement for certification.

I participate actively in the following organizations to enhance my competence and keep myself informed on emerging issues in the relevant specialty area.

Organization

Member Since

4. Professional Development

Guidelines

In order to be considered for certification, and in addition to the 12 hours of continuing professional development reported on the Law Society's on-line licensee portal, applicants must attest to the completion of 50 hours of self-study in each of the 2 years immediately preceding the date of application and one additional year in the 5 years of recent experience (150 hours total).

Self-study hours may be obtained via methods such as, but not limited to:

- teaching or being guest lecturer on a course in the specialty area;
- authoring books or articles for publication;
- completing post-graduate or other studies in the specialty area;
- participating in the development and/or the presentation of professional development programs related to the specialty area;
- research;
- participating in the policy development process;
- drafting legislation and/or instruments; or
- participating as an active member on boards or tribunals or on the executive of any organization related to the specialty area

Self-Study

I have completed at least 50 hours of self-study in each of the 2 years immediately preceding the date of this application and 1 additional year within the 5 years of Recent Experience (a total of 150 hours).

I used the following methods to obtain the appropriate hours of self-study:

5. References

The applicant must submit the required number of written references from such persons as determined by the Standards for Certification for the applicable area of specialty. The references must be completed in the form prescribed by the Board.

The prescribed Statement of Reference Forms (“References”) are found on the Law Society’s website. References may be submitted to the Certified Specialist Program by email directly from the referee, provided that no one else is copied on the email; in hard copy, mailed directly to the Law Society by the referee; or in hard copy, mailed by the applicant with the application package, in sealed envelopes, with the signature of the referee along the seal.

The preferred, and most effective, method of the receipt of References is by email to the Certified Specialist Program at CertSpec@lso.ca.

The individual selected as a referee must be a lawyer licensed to practice law that has direct knowledge of the applicant’s work in the specialty area in the five years of Recent Experience. The referee must be able to attest to the applicant’s competent performance of the tasks selected in the Experience section of the Standards for Certification.

None of the following is eligible to act as a referee:

- a person whose license is in abeyance under subsection 31(1) of the [Law Society Act](#);
- a partner, an associate, a co-worker, an employer or an employee of the applicant;
- an individual who is counsel to the applicant, to the applicant’s employer or to the applicant’s firm or company;
- a third party neutral (example: a judge, arbitrator or other individual who is expected to remain impartial);
- a relative of the applicant;
- a member of the Certified Specialist Board;
- a bencher; or
- an employee of the Law Society

References are confidential, and will be made available for review only to members of the Board and certification staff.

The preferred, and most effective, method of the receipt of Applications and References is by email to the Certified Specialist Program at CertSpec@lso.ca.

6. Professional Standards Checklist

Guidelines

The relevant period for purposes of assessing an applicant's compliance with the Professional Standards requirements is the 5-year period immediately prior to the date of the application (and not the 5 years that comprise Recent Experience). Applicants must obtain a report of their claims history for the relevant period from the Lawyers' Professional Indemnity Company (LawPRO), and include it with their application. A blank Request and Consent for Claims Information Form is found at the end of this application package.

Applicants licensed to practise law in any other jurisdiction must also include a Certificate of Standing from the governing body of the legal profession in each of those jurisdictions. Certificates of Standing from other jurisdictions must have been issued no more than 3 months immediately prior to the date of application.

Applicants who answer YES to any question below must include with the application, a brief written description identifying the jurisdiction(s) and the circumstances in question.

1. I am aware of allegations of misconduct made against me in Ontario or another jurisdiction.
 - Yes
 - No
2. I have had proceedings commenced against me in or before a Tribunal or Court in Ontario or another jurisdiction.
 - Yes
 - No
3. I am aware of unresolved complaints filed against me in Ontario or another jurisdiction.
 - Yes
 - No
4. I have been a candidate for a practice review program in Ontario or another jurisdiction.
 - Yes
 - No
5. I have been the subject of a bankruptcy and/or insolvency proceeding.
 - Yes
 - No
6. I have been disbarred, suspended, reprimanded, or otherwise disciplined by the governing body of the legal profession in Ontario or another jurisdiction.
 - Yes
 - No

Signature

Date

7. Declaration and Consent

I acknowledge that the information provided by me on and with this application, together with the information that may be collected by the Law Society of Ontario (“Society”) about me as a result of this application (“Information”), is collected by the Society for the purposes of considering my Application for Certification (“Purpose”). The Information shall be used by the Society only for the Purpose and shall not be disclosed to any person other than members of the Society and the Certified Specialist Board, unless such disclosure is necessary to fulfill the Purpose. By submitting this application I consent to such collection, use and disclosure of the Information.

I authorize the Lawyers’ Professional Indemnity Company to give the Society access to my open and closed claims files in order to establish my compliance with the Professional Standards requirements relevant to my application, as per the enclosed Request and Consent for Claims Information attached with my application.

I have read the [Administrative Policies Governing the Law Society’s Certified Specialist Program](#) (“Policies”) set by the Certified Specialist Board of the Society and, if granted certification, agree to abide by those Policies, as amended from time to time.

I conscientiously believe that the contents of my application in the subject specialty area are true and correct.

I, _____, make this solemn declaration, knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the

_____ of _____

in the _____ of _____

this _____ day of _____, 20_____

Signature of Commissioner, etc.

Signature of Declarant

Commissioner name (printed)

CERTIFIED SPECIALIST PROGRAM Application Fee Payment Form

Applicant's full name:

Applicant's LSO ID number:

Area of specialty:

Fee Payable: \$452.00 (\$400.00+HST). If paying by cheque, money order or bank draft, please make payable to the Law Society of Ontario.

Payment Method:

Certified Cheque

Money Order

Bank Draft

Please Note: If you have selected to pay by certified cheque, money order or bank draft, you must include payment with your application.

Credit Card

If you wish to pay the application fee by credit card, please visit the [Law Society of Ontario online store](#). Once your payment has been processed, you will receive a receipt with an order number. Please enter your order number below:

Order number:

To apply, please provide the following to the Certified Specialist Program:

Application for Certification;

Standards for Certification of the applicable area of specialty (including any supplementary information required in the Standards);

Description of your practice in relation to the specialty area;

Applicable Statement of Reference Forms in support of your application (if they are being provided by applicant with the application package);

Copy of the Request and Consent for Claims Information (sent to LawPRO);

Report on claims history (issued by LawPRO);

Certificate of Standing from other jurisdictions, if applicable; and

Application fee of \$452.00 (\$400.00 + HST) (either proof of payment if payment was made online, or a certified cheque, money order or bank draft must be included with the application package)

Please send a scanned copy of the application package to the Certified Specialist Program at CertSpec@lso.ca, or mail a hard copy to the Law Society of Ontario, Osgoode Hall, Certified Specialist Program, 130 Queen St West, , Toronto, ON M5H 2N6

If you have any questions, please contact the Certified Specialist Program at by phone at (416) 947-3414 or 1-800-668-7380 ext.3414 or by e-mail to CertSpec@lso.ca.

Application to be Certified as a Certified Specialist by the Law Society of Ontario

Request and Consent for Claims Information Form

TO: Claims Department

LAWYERS' PROFESSIONAL INDEMNITY COMPANY (LawPRO)

Fax: (416) 599-8341

Sender's name:

Sender's email:

Sender's FAX #:

Sender's LSO #:

Sender's address:

RE:Certified Specialist Program Application

I hereby direct LawPRO to provide me with a report on my claims history for the 5-year period between _____ and _____

I am aware that when requesting a claims report from LawPRO, it may take up to ten (10) business days from the date upon which such request is received for my report to be provided. In cases of high volumes of requests, I am aware that my claims request may take longer to process.

I hereby authorize Law Society's staff to review all of my open and closed claim files. This Consent is only valid for the purposes of the processing of my Application for Certification.

Signature

Date

Instructions

- Please fax this form directly to LawPRO to (416) 599-8341, or mail it to the following address:
250 Yonge Street West, Suite 3101
P.O. Box 3
Toronto, ON,
M5B 2L7
- LawPRO will send your claims report directly to you.
- Once you have received your claims report, please attach it your application package.