

Integration Licensing Process

The Law Society is offering collection agents and members of some of the groups previously exempt from paralegal licensing an opportunity to apply for a paralegal licence. Applicants will have 12 months to apply for licensing – from **October 1, 2010 to September 30, 2011** – and **must complete all the requirements** of the integration process by **May 31, 2014**.

Eligible Groups

In addition to collection agents, individuals who wish to become licensed under the Integration Licensing Process will be able to apply if they belong to one of the following groups:

- In-house legal services providers, such as municipal prosecutors
- Legal clinic employees, such as community legal workers
- Not-for-profit organizations, such as human rights legal support staff
- Members of the:
 - ♣ Human Resources Professionals Association of Ontario
 - ♣ Ontario Professional Planners Institute
 - ♣ Board of Canadian Registered Safety Professionals
 - ♣ Appraisal Institute of Canada
- Office of the Worker Adviser and Office of the Employer Adviser
- Injured workers groups funded by the WSIB
- Trade unions and people designated by the Ontario Federation of Labour.

The new integration process will **not** be available to individuals who were eligible to become licensed paralegals under the grandparent licensing process (i.e. those who were not included in an exempt category), but chose not to apply by the 2007 deadline.

Requirements

To qualify for the Integration Licensing Process, applicants must:

- be members of one of the eligible groups;
- have three years of experience in their field (within the previous five years);
- complete the Professional Conduct and Advocacy Online Course and Paralegal Licensing Examination;
- provide references;
- fulfil the good character requirement before being entitled to write the examination, and
- have or be able to obtain professional liability insurance.

The application fee is \$160 and the fee for the Professional Conduct and Advocacy Online Course is \$600. The Paralegal Licensing Examination fee is \$1,075 which includes one sitting of the examination and the self-study materials. Upon successful completion of all the requirements, the fee for a P1 licence will be \$125. All of the above costs are subject to applicable taxes.

Licensed paralegals must also pay an [annual fee](#) and file a [Paralegal Annual Report](#).