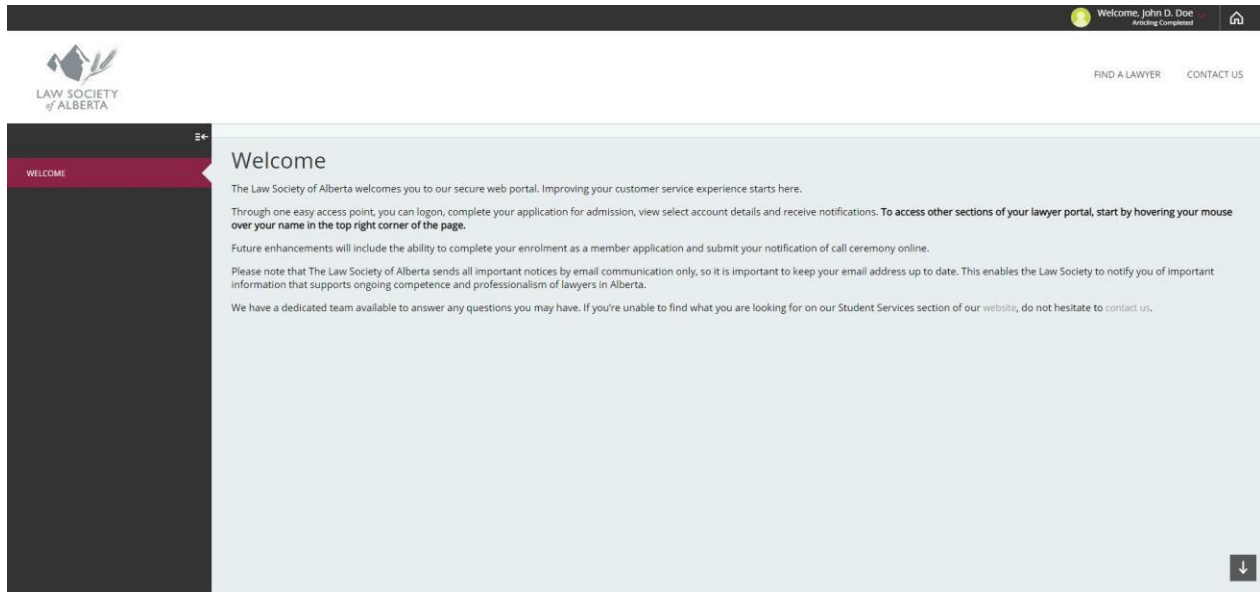


Online Enrolment Application via the Lawyer Portal

Please complete the following steps to submit your enrolment application.

1. Log into the Lawyer Portal

To view your enrolment application requirements, hover your cursor over your name in the top right-hand corner; select **“My Applications”**.



The screenshot shows the top navigation bar with a user profile dropdown menu open, displaying "Welcome, John D. Doe" and "Articling Completed". Below the navigation bar is the Law Society of Alberta logo and a sidebar menu. The main content area is titled "Welcome" and contains the following text:

The Law Society of Alberta welcomes you to our secure web portal. Improving your customer service experience starts here.

Through one easy access point, you can logon, complete your application for admission, view select account details and receive notifications. **To access other sections of your lawyer portal, start by hovering your mouse over your name in the top right corner of the page.**

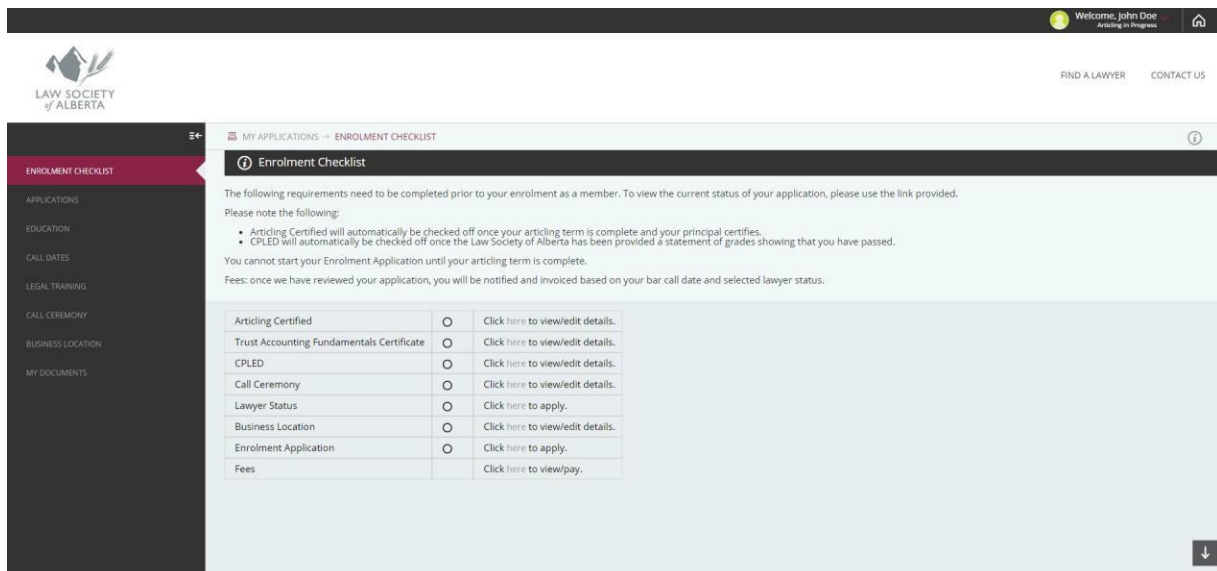
Future enhancements will include the ability to complete your enrolment as a member application and submit your notification of call ceremony online.

Please note that The Law Society of Alberta sends all important notices by email communication only, so it is important to keep your email address up to date. This enables the Law Society to notify you of important information that supports ongoing competence and professionalism of lawyers in Alberta.

We have a dedicated team available to answer any questions you may have. If you're unable to find what you are looking for on our Student Services section of our website, do not hesitate to [contact us](#).

2. View your Application Requirements

Use the Enrolment Checklist to view the requirements needed to enrol as a member. Select the **click here** link to view/edit details for each requirement.



The screenshot shows the "MY APPLICATIONS -> ENROLMENT CHECKLIST" page. The sidebar menu is open to "ENROLMENT CHECKLIST". The main content area is titled "Enrolment Checklist" and contains the following text:

The following requirements need to be completed prior to your enrolment as a member. To view the current status of your application, please use the link provided.

Please note the following:

- Articling Certified will automatically be checked off once your articling term is complete and your principal certifies.
- CPLED will automatically be checked off once the Law Society of Alberta has been provided a statement of grades showing that you have passed.

You cannot start your Enrolment Application until your articling term is complete.

Fees: once we have reviewed your application, you will be notified and invoiced based on your bar call date and selected lawyer status.

Articling Certified	<input type="radio"/>	Click here to view/edit details.
Trust Accounting Fundamentals Certificate	<input type="radio"/>	Click here to view/edit details.
CPLED	<input type="radio"/>	Click here to view/edit details.
Call Ceremony	<input type="radio"/>	Click here to view/edit details.
Lawyer Status	<input type="radio"/>	Click here to apply.
Business Location	<input type="radio"/>	Click here to view/edit details.
Enrolment Application	<input type="radio"/>	Click here to apply.
Fees	<input type="radio"/>	Click here to view/pay.



3. CPLED and Trust Accounting Fundamentals

You are not required to upload or submit grades from CPLED. A statement of grades is provided to the Law Society of Alberta directly and will be used to update your status from "Unscheduled" to the status as assessed by CPLED.

The Trust Accounting Fundamentals are part of the Practice Management Competencies module in CPLED Prep and will also be updated by the Law Society of Alberta once your CPLED assessment has been received.

MY APPLICATIONS → LEGAL TRAINING

Legal Training

Please use the drop-down below and select Trust Accounting Fundamentals Certificate. Click Browse to upload a copy of your certificate.

The Law Society of Alberta will be provided a statement of grades directly from the Canadian Centre for Professional Legal Education (CPLED), and will update the status from "Unscheduled" to the status as assessed by CPLED.

If you are participating in the PREP program, you are not required to provide the Trust Accounting Certificate.

You have 2 Reporting Periods Click to View **2022** 2021

Options	Type	Year	Status	Certificate

NEW LEGAL TRAINING

Type

4. Submit your Bar Call information

Once you have scheduled your Call Ceremony with the courts, please **Save and Submit** your Bar Call information here. **The Law Society requires a minimum of 30 days notice of your scheduled call ceremony.** Please ensure that the spelling of the name and title of the presiding Judge/Justice is correct.

WELCOME, John D. Doe
Articling in Progress

FIND A LAWYER CONTACT US

MY APPLICATIONS → CALL CEREMONY

Call Ceremony Notification

Your proposed ceremony date cannot be scheduled earlier than 30 days from the date your articling term is complete. In addition, please provide a minimum of 30 days notice for processing time.

Once you have scheduled your bar call date and have confirmation from the Court House, please complete the call ceremony information below. The name of the Presiding Judge or Justice will appear on your Enrolment Certificate as typed so please ensure the name is spelled accurately.

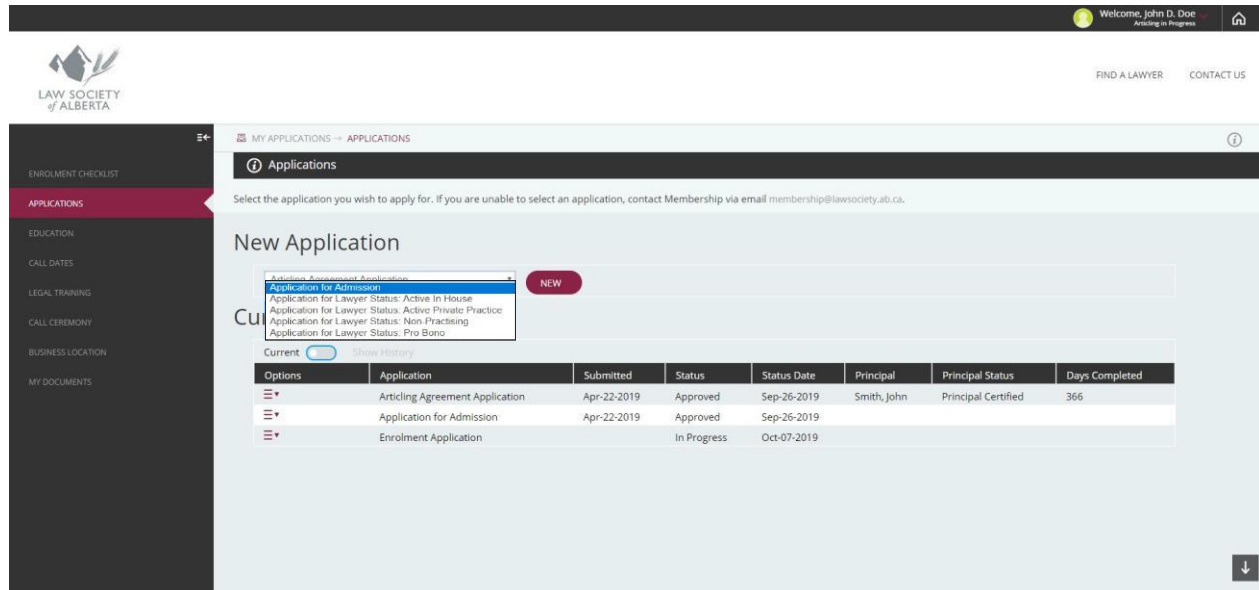
Proposed Ceremony Date	<input type="text"/>
Ceremony Status	In Progress
Location of Courthouse	Airdrie
Level of Court	Court of Appeal
Name of Presiding Judge or Justice	<input type="text"/>
Oath Language	English

SAVE **SUBMIT**

5. Submit your Lawyer Status Application

Use the **New Application** dropdown to select the desired status for your enrolment as a member. Click **New** to create your application. To update your application, use the **Options** dropdown. To access and complete your application, you need to schedule and enter your Bar Call Ceremony details in Step 4.

Note: this status is effective upon completion of your call ceremony.



The screenshot shows the 'MY APPLICATIONS - APPLICATIONS' page. A dropdown menu is open for 'New Application', listing options: 'Application for Admission', 'Application for Lawyer Status: Active In House', 'Application for Lawyer Status: Active Private Practice', 'Application for Lawyer Status: Non Practising', and 'Application for Lawyer Status: Pro Bono'. A 'NEW' button is visible next to the dropdown. Below the dropdown is a table of current applications:

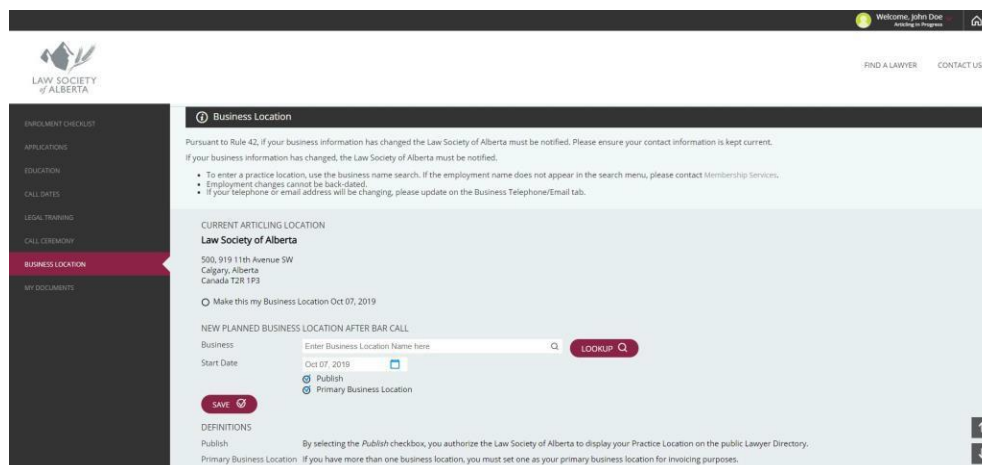
Options	Application	Submitted	Status	Status Date	Principal	Principal Status	Days Completed
☰	Articling Agreement Application	Apr-22-2019	Approved	Sep-26-2019	Smith, John	Principal Certified	366
☰	Application for Admission	Apr-22-2019	Approved	Sep-26-2019			
☰	Enrolment Application		In Progress	Oct-07-2019			

6. Update your Business Location

Your Business Location is your employment information, which is effective upon completion of your call ceremony. This will automatically default to your articling location.

If you will be staying at your articling location once you are called to the bar, click the checkbox to *Make this my Business Location*. If you are leaving or have left your previous employment, enter the new business location information here.

Note: For those selecting a non-practicing status or are currently seeking employment, leave the Business Location blank.



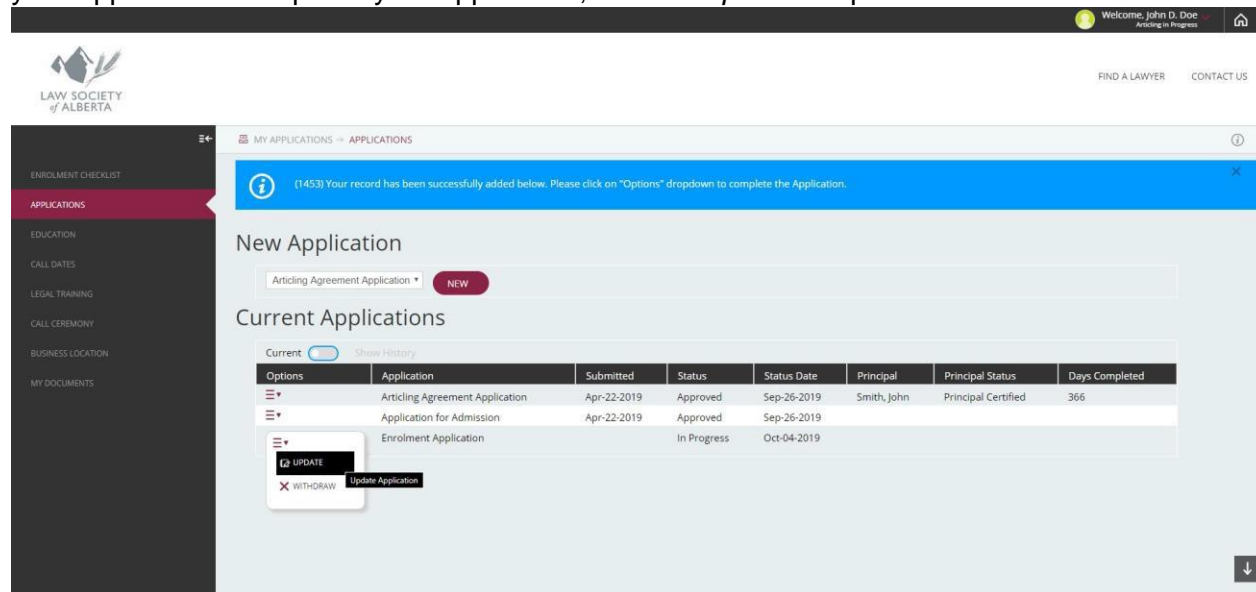
The screenshot shows the 'Business Location' page. It includes a 'CURRENT ARTICLING LOCATION' section with the following information:

Law Society of Alberta
500, 919 11th Avenue SW
Calgary, Alberta
Canada T2R 1P3

Below this, there is a checkbox for 'Make this my Business Location Oct 07, 2019'. The 'NEW PLANNED BUSINESS LOCATION AFTER BAR CALL' section includes a search box for 'Business Location Name here', a 'LOOKUP' button, and a 'Start Date' of 'Oct 07, 2019'. There are also checkboxes for 'Publish' and 'Primary Business Location'. A 'SAVE' button is at the bottom left. A 'DEFINITIONS' section at the bottom explains the 'Publish' and 'Primary Business Location' options.

7. Complete your Enrolment Application

Use the **New Application** dropdown to select Enrolment Application. Click **New** to create your application. To update your application, use the **Options** dropdown.



MY APPLICATIONS → APPLICATIONS

(1453) Your record has been successfully added below. Please click on "Options" dropdown to complete the Application.

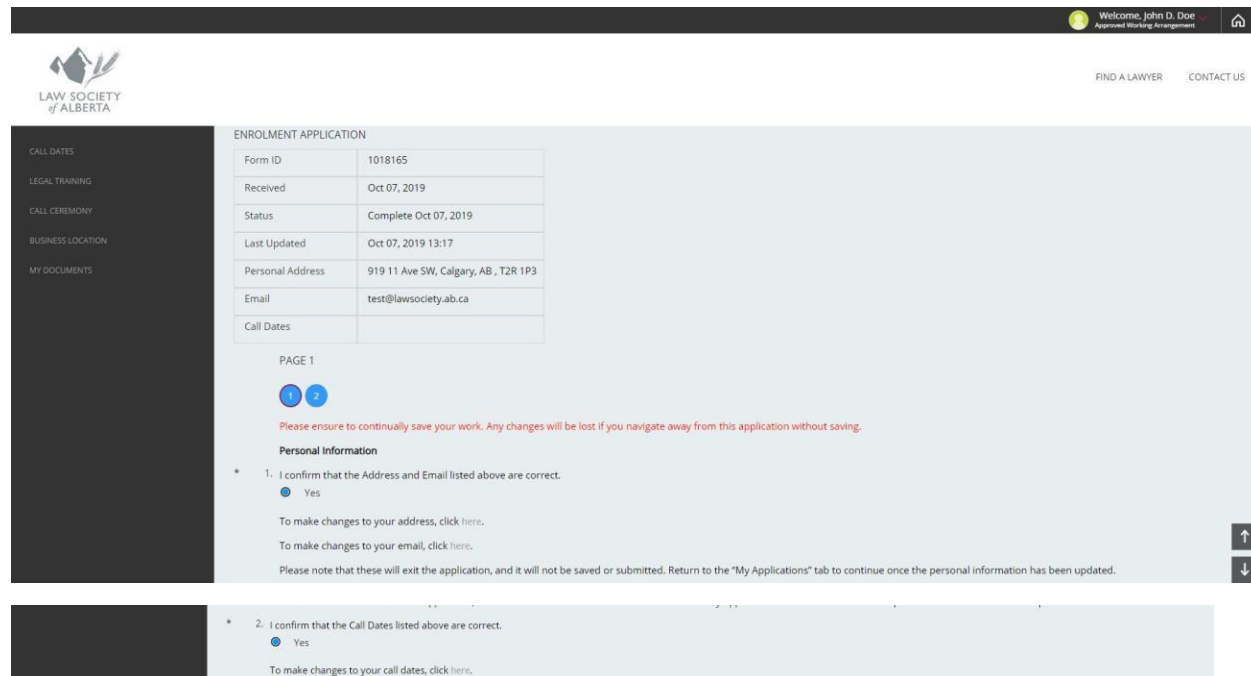
New Application

Articling Agreement Application **NEW**

Current Applications

Options	Application	Submitted	Status	Status Date	Principal	Principal Status	Days Completed
	Articling Agreement Application	Apr-22-2019	Approved	Sep-26-2019	Smith, John	Principal Certified	366
	Application for Admission	Apr-22-2019	Approved	Sep-26-2019			
<ul style="list-style-type: none"> UPDATE WITHDRAW 	Enrolment Application		In Progress	Oct-04-2019			

- a. **Personal Information:** Your residential address is used to generate your Bar Call documents which will be provided to the courthouse for your call ceremony. Please confirm your personal contact information is correct. To make changes, please use the links below.



ENROLMENT APPLICATION

Form ID	1018165
Received	Oct 07, 2019
Status	Complete Oct 07, 2019
Last Updated	Oct 07, 2019 13:17
Personal Address	919 11 Ave SW, Calgary, AB, T2R 1P3
Email	test@lawsociety.ab.ca
Call Dates	

PAGE 1

Please ensure to continually save your work. Any changes will be lost if you navigate away from this application without saving.

Personal Information

* 1. I confirm that the Address and Email listed above are correct.

Yes

To make changes to your address, click [here](#).

To make changes to your email, click [here](#).

Please note that these will exit the application, and it will not be saved or submitted. Return to the "My Applications" tab to continue once the personal information has been updated.

* 2. I confirm that the Call Dates listed above are correct.

Yes

To make changes to your call dates, click [here](#).



- b. **Call dates and other jurisdictional information:** If you are or have been a member inside and/or outside of Canada, please confirm all jurisdictions have been entered correctly **and a current Certificate of Standing has been uploaded.**
- c. **Good Character** – The answers are pre-populated from your Student-at-Law application. **Please review and confirm the answers below are correct.**
- d. **Consent** – You must provide the Law Society consent to furnish any additional specific authorization or any release that is required for the purpose of enabling the Society to obtain information related to background or character.
- e. **Certification** – You must certify that all information contained in your application is true and correct. Click ‘Save’ **AND** ‘Submit’.

Particulars and Acknowledgments

* 24. I have reviewed the current provisions dealing with competency in the Code of Conduct for the Law Society of Alberta, dealing with competence, in its entirety.

Yes

* **Consent**

I hereby authorize the Law Society of Alberta to make any reasonable inquiries, including inquiries related to information provided in my application materials or any affirmative statement made in my application, of any person or government, any official or body, including, without limitation, any police or academic authority, with regard to my background or character. On request by the Executive Director, I will furnish any additional specific authorization or any release that is required for the purpose of enabling the Society to obtain information related to my background or character.

* **Certification**

I certify that all information contained in this application is true and correct.

8. Check for Completion

Please ensure all items are complete and display a checkmark. Please be advised that although all items may be submitted, the Law Society must review and provide formal approval. Invoices for your practicing fees will be available in your Lawyer Portal. You will be notified via email once they have been generated and advised of the payment due date. Payment must be received in advance of your scheduled Bar Call by the due date prescribed. To avoid delays to your Bar Call, please ensure all application requirements are received by the required deadlines.

WELCOME, John D. Doe
Approved Working Arrangement

FIND A LAWYER CONTACT US

MY APPLICATIONS → ENROLMENT CHECKLIST

Enrolment Checklist

The following requirements need to be completed prior to your enrolment as a member. To view the current status of your application, please use the link provided.

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Articling Certified	<input checked="" type="checkbox"/>	Click here to view/edit details.
Trust Accounting Fundamentals Certificate	<input checked="" type="checkbox"/>	Click here to view/edit details.
CPLED	<input checked="" type="checkbox"/>	Click here to view/edit details.
Call Ceremony	<input checked="" type="checkbox"/>	Click here to view/edit details.
Lawyer Status	<input checked="" type="checkbox"/>	Click here to view/edit details.
Business Location	<input checked="" type="checkbox"/>	Click here to view/edit details.
Enrolment Application	<input checked="" type="checkbox"/>	Click here to view/edit details.
Fees	<input type="checkbox"/>	Click here to view/pay.