



#### PROGRAM DESCRIPTION

- Students train in the substantive law and legal procedures that apply to the scope of practice for Class P1 licensed paralegals in Ontario. Emphasis is placed on ethical conduct and the professional responsibilities of a P1 licensee
- Classroom instruction is enhanced by practical experience obtained in supervised work placements and in the presentation of a moot court trial case in the Ontario Court of Justice

#### APPROXIMATE COSTS (2013-2014)

Domestic Tuition/Ancillary Fees: \$3,659 (two semesters)

Books and Supplies: \$1,200 (two semesters)

Relocation and travel may be required for placements – additional costs may be incurred

#### ADMISSION REQUIREMENTS

##### Required Academic Preparation

- OSSD/OSSGD or equivalent with courses at the general, advanced, (C), (U) or (M) level, and
- Grade 12 English (C) level or equivalent
- OR
- Mature applicant (see [loyalistcollege.com](http://loyalistcollege.com))

##### Additional Requirements

- Criminal Record Check (Vulnerable Sector Check may also be required)
- For more information and additional requirements please see [loyalistcollege.com](http://loyalistcollege.com)
- For more information on the paralegal licensing process, visit [lsuc.on.ca](http://lsuc.on.ca)

##### Recommended Academic Preparation

- Grade 12 Mathematics
- Computer proficiency in word processing, file management, email and Internet browsing

#### DIPLOMA TO DEGREE OPTIONS

Earn credit recognition at these institutions, or contact your university of choice to make individual arrangements. New agreements are added annually; visit [loyalistcollege.com](http://loyalistcollege.com) for the latest details.

Davenport University  
University of Ontario Institute of Technology – Legal Studies Bridge

# LOYALIST

#### LOYALIST COLLEGE

376 Wallbridge-Loyalist Road  
P.O. Box 4200  
Belleville, Ontario  
K8N 5B9

Phone: (613) 969-1913

Fax: (613) 969-7905

Toll Free: 1-888-569-2547

TTY: 613-962-0633

[loyalistcollege.com](http://loyalistcollege.com)



## PARA PARALEGAL





# PARALEGAL



**Contact:** [para@loyalistc.on.ca](mailto:para@loyalistc.on.ca)

## **PROGRAM LENGTH**

Two-Year Ontario College Diploma

## **HIGHLIGHTS**

- Enjoy a stimulating career helping clients resolve their legal questions
- Get valuable legal service work experience during field placements
- Small classes with our dedicated, experienced faculty mean more personal attention
- A junior paralegal working in government earns a starting salary of \$45,000 to \$48,000
- Loyalist's program is accredited by the Law Society of Upper Canada. Graduates qualify to enter the paralegal licensing process for a Class P1 licence

## **CAREER OPPORTUNITIES**

- With a P1 licence from the Law Society of Upper Canada, a paralegal can work as a fee-for-service advocate to represent clients in Provincial Offences (Traffic) Court, Small Claims Court or before administrative tribunals such as the Ontario Landlord and Tenant Board
- Paralegals may also work as part of a legal team supporting lawyers dealing with more complex issues and cases, or providing in-house client services within government ministries, administrative agencies, private corporations, trade unions and professional associations. Paralegals working under the supervision of a lawyer are not required to be licensed by the Law Society unless their work includes appearing as a client representative in court or at an administrative tribunal
- Graduates are employed as provincial offence prosecutors; paralegals in federal and provincial government legal departments; legal assistants in law offices and community legal clinics; courts administration support staff; and as independent, P1 licensed legal representatives



## OUR GRADS GET GREAT JOBS

City of Kawartha – Municipal Prosecutor  
Templeman Menninga LLP – Legal Assistant  
Northumberland County Community  
and Social Services – Case Officer  
Department of Justice Canada – Paralegal

Percentage of 2011-12 grads working:\* 88%

\*Source: KPI Survey 2012 (Forum Research Inc. for Ministry of Training, Colleges and Universities)

