



**THE LAW SOCIETY OF MANITOBA**  
**INFORMATION FOR STUDENTS**  
**2011 - 2012**



**A. INTRODUCTION**

Students seeking admission to the Manitoba Bar must apply for admission into the CPLED Program and as an articling student, attend and successfully complete all the requirements of the Manitoba's CPLED Program and complete 52 weeks of articles.

The CPLED Program is a regional professional licensing program that blends new and traditional forms of pre-call education. Manitoba, Saskatchewan and Alberta are participating provinces in this regional program.

This circular provides information about the 2011-2012 Manitoba CPLED Program.

**B. THE CPLED PROGRAM**

**Structure**

The CPLED Program is a seven-month session, divided into modules. Three of the modules take place in a classroom setting and the rest of the modules are online. Content of the online modules and most of the classroom modules is common across the three provinces. The classroom modules include some content that is specific to the individual provinces.

**Focus of the Program**

The emphasis of the CPLED Program is on building, developing and assessing the skills that research has shown are essential for a lawyer in the first five years of practice. You will be expected to develop lawyering skills and to apply the law through solving the problems of fictional clients. These skills will be set in the context of practice activities and will be based on fact scenarios in various substantive law areas. You will be responsible for researching and correctly applying the substantive law.

You will be required to identify, analyze and resolve legal and ethical problems in a manner that is consistent with appropriate professional attitudes and conduct. You will be challenged to apply analytical thinking and professionalism throughout the CPLED Program.

The skills in the CPLED Program are based on the Competency Profile adopted by the Benchers of the Law Society of Manitoba in December 2001. You will be required to demonstrate your competence in each of the following skills areas:

- Problem Solving
- Legal Research
- Writing
- Drafting
- Interviewing and Advising
- Negotiating
- Advocacy
- Personal Practice Management
- Office Management
- Ethics and Professionalism

## **The Modules**

During the online modules, you will read materials, and prepare assignments and competency evaluations that you will submit online. You will participate in these modules while working at your articles. You and your principal should discuss your schedule to ensure that you have time to participate in the online modules. We recommend that students be permitted to spend a minimum of 6 hours per week during office hours on CPLED activities. You will need a computer and access to high speed Internet.

The CPLED Program uses face-to-face small group instruction during three modules. During these sessions, you will be required to read material, complete assignments, competency evaluations and generally prepare for face-to-face sessions held over short periods of time.

## **Scheduling and Allocation**

The 2011-2012 Manitoba CPLED session starts on Monday, August 29, 2011 and concludes on Tuesday, March 13, 2012.

## **Mandatory Attendance and Participation**

Attendance at, and participation in, all parts of the CPLED Program is one of the requirements to successfully complete the CPLED Program. The Law Society Rules require principals to permit students to attend all lectures, seminars, activities and examinations, including online participation in CPLED Program activities, assignments, competency evaluations and examinations.

## **Conduct During the CPLED Program**

The Law Society requires applicants to attend at the Law Society offices to have their picture taken for identification and security purposes. Students are expected to conduct themselves with professional and academic integrity. A breach or suspected breach of CPLED's Professional Integrity Policy will be taken very seriously and may result in suspension from the CPLED Program and/or disciplinary action under *The Legal Profession Act*.

## **Assignments and Competency Evaluations**

During the CPLED Program, you will be required to successfully complete a number of assignments and competency evaluations. You must achieve a grade of "competency demonstrated" on all assignments and competency evaluations.

The rules governing the requirements for successful completion of the CPLED Program, supplemental competency evaluations and appeals are in the Law Society Rules and are discussed in the Handbook for Students and Principals.

## **C. ADMISSION TO THE CPLED PROGRAM**

### **Initial Requirements - Law School**

Students with a common law degree from a Canadian law school are eligible to apply for admission to the CPLED Program.

Students with either a civil law degree from a Canadian law school or a law degree from a non-Canadian law school must have their academic credentials evaluated by the Federation of Law Societies National Committee on Accreditation.

A law degree or certificate of equivalency dated more than six years before the date of your application must be approved by the Chief Executive Officer of the Law Society.

## Prerequisites

You do not need to have articles to attend the Manitoba CPLED Program. However, you must apply for admission as an articling student, even if you do not have articles. Further information can be obtained from the Education and Competence Department of the Law Society.

## D. APPLICATION DOCUMENTS

Forms are available from the Education and Competence Department or at [www.lawsociety.mb.ca](http://www.lawsociety.mb.ca).

All documents should be sent to The Law Society of Manitoba, Admissions and Membership Department, 219 Kennedy Street, Winnipeg, Manitoba, R3C 1S8.

If you are unable to meet any of the following documentary requirements, contact the Admissions and Membership Department to discuss possible alternatives.

### Application for Enrollment in the CPLED Program and Admission as an Articling Student

To consider your application, the Law Society must receive the following by **May 31, 2011**:

- completed and signed Application for Admission to the Manitoba CPLED Program and as an Articling Student;
- **original official** transcripts from all post-secondary educational institutions you attended (including universities, community colleges, etc.) showing all degrees granted and final marks received **to be sent directly from the educational institution**. The transcript from your law school must indicate that a law degree has been conferred on you.
- If you do not have a Canadian common law degree, an **original official** Certificate of Equivalency sent directly from the National Committee on Accreditation;
- one original character reference in the prescribed form;
- certified fingerprint-based Criminal Records Check from the RCMP Canadian Criminal Real Time Identification Service, sent directly from the RCMP;
- CPLED Program Education Agreement; and
- admission and CPLED tuition fees.

### Admission and CPLED Tuition Fees

The tuition fee is \$1,800.00 plus GST and is due in full at the time of application, but may be paid in three installments as follows:

1. \$600.00 + \$30.00 GST = \$630.00 on application or by May 31, 2011
2. \$600.00 + \$30.00 GST = \$630.00 due September 30, 2011
3. \$600.00 + \$30.00 GST = \$630.00 due November 30, 2011

If you are unable to pay the fees, please contact the Director of Professional Education and Competence to discuss alternative arrangements.

Information on the Refund Policy may be obtained from the Education and Competence Department.

### Articling Documentation

Most students enrolled in the CPLED Program concurrently complete their articles. Articling students and principals are jointly responsible to provide the Law Society of Manitoba with the following documents **within two weeks of commencing articles**:

- one copy of the executed articling agreement (one copy should be kept by the student and one by the principal); and
- education plan executed by student and principal.

## **E. PRIVACY**

Your personal information may be exchanged between the Law Society of Manitoba and the Canadian Centre for Professional Legal Education where the exchange of that information is made for the purpose of monitoring your performance, assisting in the operation of the Manitoba CPLED Program or governing the articling process.

## **F. ACCOMMODATION**

The Law Society of Manitoba and CPLED are committed to ensuring that students with disabilities receive accommodation that assists them during the CPLED Program while maintaining the integrity of the CPLED Program and materials. Any accommodation requested must not compromise the public interest in ensuring that lawyers are qualified to provide competent legal services.

A student seeking accommodation during the CPLED Program must:

- (a) complete and submit an application for accommodation at least thirty days before the beginning of the Program; and
- (b) enclose with the application for accommodation suitable verifiable information in support of the application (e.g. documentation from an appropriate professional evidencing a diagnosis of the applicant's disability).

An application for accommodation can be obtained from the Education and Competence Department.

## **G. ADDITIONAL INFORMATION**

Additional information about the Manitoba CPLED Program will be posted on the Law Society of Manitoba website as it becomes available. You can also contact:

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