
NOVA SCOTIA BARRISTERS' SOCIETY (NSBS)

Fair Registration Practices Act (FRPA) PROGRESS REPORT March 2018

Province of Nova Scotia

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Introduction

The Fair Registration Practices Act (FRPA) mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair.¹ The FRPA review process was designed to fulfill the obligations of the legislation; it allows the FRPA Review Office and the regulating bodies to review existing registration practices for current compliance with the FRPA as well as continuous improvement of transparent, objective, impartial and procedurally fair registration practices.²

The purpose of the Fair Registration Practices Act (FRPA) Progress Report is twofold. First, it allows the Nova Scotia Barristers' Society (NSBS) to review and report on its current registration practices. Second, it shares the NSBS's progress on previously-identified areas for improvement, and highlights the exemplary practices that have been developed by the NSBS since their previous review.

Through the 2018 FRPA Progress Report, the FRPA Review Officer aims to build on the progress made by NSBS to date and identify opportunities to further improve and evolve registration practices.

¹ The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2014, c. 14.

² For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf

Summary from 2013 FRPA Review report:

The following table summarizes the Action Plan from the NSBS' 2013 Review report and the progress that has been made by the NSBS in achieving each action item.

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
1	<ul style="list-style-type: none"> Review the website and look for better ways for user navigation, including posting: <ul style="list-style-type: none"> o policies pertaining to registration, o information for unsuccessful applicants (e.g. how to improve success on the bar exam), o timeframe for respond to inquiries from applicants, and o timeline for providing a written decision on an application. 	7(b), 8(a), 8(d), 16(3)(g)	done		
2	<ul style="list-style-type: none"> Develop and publicize policies on: <ul style="list-style-type: none"> o acceptance of alternate information, o access to documents and records, 	9(b), 12	done		
3	<ul style="list-style-type: none"> Follow-up with the NCA on difficulties or obstacles faced by internationally educated applicants. 		ongoing		The NCA has streamlined their processes.

Exemplary Practices

- ✓ An application package has been designed specifically for internationally trained lawyers to provide them with more information on the registration process and assist them in understanding the qualifications required for admission in Nova Scotia.
- ✓ The NSBS is a leading member of the Internationally Trained Lawyers' Multi-stakeholder Work Group, formed to address the challenge of international qualification recognition for internationally trained lawyers. Through this initiative, the NSBS has created:
 - an Observership program that enables internationally trained lawyers to learn about the legal profession in Canada and Nova Scotia first-hand (<http://nsbs.org/news/2013/05/introducing-observership-program-internationally-trained-lawyers-legal-workplaces>)
 - a diagram illustrating the pathway to licensure (http://nsbs.org/sites/default/files/ftp/EQ012011_ITLCareerPathway.pdf), and
 - a Guide for Applicants with Foreign Law Degrees (http://nsbs.org/sites/default/files/cms/page/guide_applicantsforeignlawdegrees_0.pdf).
- ✓ The NSBS has clearly documented policies and procedures pertaining to registration, all of which are published on the organization's website: http://nsbs.org/become_a_lawyer/articling/policies_and_procedures.
- ✓ The NSBS has published a Guide for New Lawyers to help applicants understand the complexities of becoming a lawyer and practicing as a lawyer (<http://nsbs.org/sites/default/files/cms/menu-pdf/guidenewmembers.PDF>)
- ✓ In order to assist applicants study for the Bar Examination, the NSBS provides Sample Bar Exam questions and answers on its website: <http://nsbs.org/sample-bar-exams>.
- ✓ The NSBS has developed template ruling letters for all rulings. This ensures that all applicants are provided with consistent information in rulings, and increases the NSBS's efficiency in providing rulings.

2016 Registration Data

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	1979
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant. 	43
	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant - n/a for trades - issue a Certification of Qualification. 	18
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant. 	3
	<ul style="list-style-type: none"> AIT/CFTA Transfers, applicants already registered in another Canadian jurisdiction. 	34
	<ul style="list-style-type: none"> Total number of applicants. 	98
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	<ul style="list-style-type: none"> Practising lawyer 	100
4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	60
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Still in process: 	59
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Withdrawn: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> File inactive or closed: 	1
	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	16
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Still in process: 	15

	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	1
	• Received qualifications (training/work experience for trades) internationally, new applicant:	
	○ <i>Accepted:</i>	3
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	3
	• AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction:	
	○ <i>Accepted:</i>	42
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	2
	○ <i>Withdrawn:</i>	1
	○ <i>File inactive or closed:</i>	0
5	For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.	
	• Quebec	1
	• Ontario	5
	• New Brunswick	10
6	For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).	
	• England	6
	• India	1
	• Ireland	1

	<ul style="list-style-type: none"> • South Africa 	1
	<ul style="list-style-type: none"> • Philippines 	1
7	Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) in NS, new applicant: 	7
	<ul style="list-style-type: none"> • Received qualifications in Canada, new applicant: 	7
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) internationally, new applicant: 	30
	<ul style="list-style-type: none"> • AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction: 	7
8	Average registration process time (or application approval) for those who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) in NS, new applicant: 	4-6 weeks
	<ul style="list-style-type: none"> • Received qualifications in Canada, new applicant - n/a for trades - issue a Certification of Qualification 	4-6 weeks
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) internationally, new applicant 	4-6 weeks
	<ul style="list-style-type: none"> • AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction 	2-6 weeks
9	Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) in NS, new applicant: <ul style="list-style-type: none"> ○ Regulatory body costs: ○ Other: 	\$ 4917 \$ 148
	<ul style="list-style-type: none"> • Received qualifications in Canada, new applicant: <ul style="list-style-type: none"> ○ Regulatory body costs: ○ Other: 	\$ 4917 \$ 148
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) internationally, new applicant 	

	<ul style="list-style-type: none"> ○ Regulatory body costs: ○ Other: 	\$ 2444 \$ 175
	<ul style="list-style-type: none"> • AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction: <ul style="list-style-type: none"> ○ Regulatory body costs: ○ Other: 	\$ 1869 \$ 175
10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) in NS, new applicant: 	0
	<ul style="list-style-type: none"> • Received qualifications in Canada, new applicant: 	0
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) internationally, new applicant: 	1
	<ul style="list-style-type: none"> • AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction: 	0
	<ul style="list-style-type: none"> • Total number of appeals, internal reviews or challenges related to a registration decision: 	1
11	Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> • Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) Internationally, new applicant: 	170
	<ul style="list-style-type: none"> • AIT transfers, applicants already registered in another Canadian jurisdiction: 	0
12	What does registration with your organization authorize?	You are granted a license to practice law in Nova Scotia and permitted to hold yourself out as a practicing lawyer. We do not grant conditional licenses. You either have a license to practice or not.

FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<p>Internet Email Telephone</p> <p>Information can be found on our website under the Become a Lawyer tab: http://nsbs.org/become_a_lawyer/transfers_from_other_countries_internationally_trained_lawyers</p> <p>Applicants who contact us via phone or email also receive an email containing links to relevant resource material (including the NSBS website and other relevant organizations i.e. National Committee on Accreditation (NCA), ISANS, etc.).</p>	16(3)(g)
1b	Can applicant begin the process outside of Canada?	<p>Yes</p> <p>Our website provides information and applications: http://nsbs.org/become_a_lawyer/transfers_from_other_countries_internationally_trained_lawyers</p> <p>Applicants must go through the NCA process. The pathways diagram is also posted on our website: http://nsbs.org/sites/default/files/ftp/EQ012011_ITLCareerPathway.pdf</p>	
2	Please provide a link to your website.	http://nsbs.org/	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	Strongly Agree	
2b	On what basis do you make changes to your website?	<p>Feedback from Applicants</p> <p>Policy Change</p> <p>News Postings</p>	
2c	When was the section of the website pertaining to registration last updated?	<p>On-going</p> <p>We have recently updated the information regarding the NCA process within the Internationally Trained Lawyers (ITL) Pathways diagram. We have also completed a package/guide for ITLs - it can be found on our website under the Become a Lawyer Tab. http://nsbs.org/sites/default/files/cms/page/guide_applicant_sforeignlawdegrees_0.pdf</p>	
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by	<p>Regulation</p> <p>Policy</p>	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)

	legislation, regulation and/or policy?		
3b	Specify the appropriate section(s)	<p>NSBS web> Regulation> Reg under the LPA - Reg 6.1: http://cdn2.nsbs.org/sites/default/files/cms/menu-pdf/currentregs.pdf. NSBS web>Become a Lawyer> Policies and Procedures> Policy on applications for transfer from a jurisdiction outside Canada</p>	
3c	Is this information made available to applicants	<p>Yes</p> <p>The Regulations and relevant policies are posted on our website. Regulations: http://cdn2.nsbs.org/sites/default/files/cms/menu-pdf/currentregs.pdf</p> <p>Policies: http://nsbs.org/become_a_lawyer/articling/policies_and_procedures</p> <p>The form for the application sets out the fees and other needed requirements. It can be found here: http://www.nsbs.org/become_a_lawyer/transfers_from_other_countries_internationally_trained_lawyers/non_canadian_law_degree_admitted_to_a_foreign_bar</p> <p>In addition, there is a page on our website that sets out a path for ITL's and provides information. It can be found here: http://nsbs.org/become_a_lawyer/transfers_from_other_countries_internationally_trained_lawyers</p> <p>The material on the ITL's talks about the NCA and points out the requirements the NCA looks at, as well as those looked at by the Society when considering internationally trained lawyers who have worked elsewhere. If the ITL is required to work under supervision, the policy on education plans for transfers provides guidance for creating an appropriate plan. The policy can be found here: http://nsbs.org/become_a_lawyer/articling/policies_and_procedures.</p> <p>A more detailed explanation of the requirements as well as related policies can be found in our Guide for Applicants with Foreign Law Degrees: http://nsbs.org/become_a_lawyer/transfers_from_other_countries_internationally_trained_lawyers</p>	
4	Are you waiting for legislation to be passed?	No	
5a	Is the criteria for meeting the requirements of registration documented?	<p>Yes</p> <p>The Credentials Committee determined that as the NCA and immigration processes have tested/addressed language proficiency we would not require anything further from</p>	7(d), 16(3)(b)

		<i>applicants. If an issue is raised during any period of articles or supervision we will take time to work with the principal/supervising lawyer to resolve the problem.</i>	
5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?	<p>No</p> <p><i>We do not do this; it is done by the National Committee on Accreditation. By the time the applicant gets to the Society, they have the equivalent of a Canadian law degree. We do tell them what they need to do to practice here, but that generally involves writing an exam and possibly working under supervision for up to one year.</i></p> <p><i>The NCA does set out their criteria at their website which can be found here: http://flsc.ca/national-committee-on-accreditation-nca/applying-to-the-nca/how-we-assess-your-file/</i></p>	
6	If you require translation of specific documents how is the applicant informed?	<p>Website Email Telephone</p> <p><i>All documents we receive are in English. The applications contain the form for the Statements of Good Character and Certificates of Standing from other jurisdiction all arrive in English.</i></p>	7(a)
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade / Canada Free Trade Agreement)?	<p>Yes</p> <p><i>If you are already a member in another province you are entitled to mobility and you do not have to write a bar examination. There is a specific form which can be found here:</i></p> <p><i>http://nsbs.org/become_a_lawyer/transfers_from_other_provinces_in_canada</i></p> <p><i>The policy on applications for transfer from another Canadian jurisdiction can be found on our website:</i></p> <p><i>http://nsbs.org/become_a_lawyer/articling/policies_and_procedures</i></p>	3
8	Does your organization make accommodation for applicants with physical or mental disability?	<p>Yes</p> <p><i>We will accommodate issues provided we have medical confirmation of the problem and the needed accommodation. The policy regarding accommodation during the Bar Admission Course can be found on our website:</i></p> <p><i>http://nsbs.org/become_a_lawyer/articling/policies_and_procedures.</i></p> <p><i>As well, we ask the applicant to indicate on the application form if they need any accommodation. The only accommodation provided would be for writing the bar examination, or taking the skills course. Other than that, we do not accommodate people in terms of granting licenses. We do accommodate if someone has difficulty getting proof of their credentials, for example if they are a refugee. In that</i></p>	16(3)(h)

		<i>case we would get affidavit evidence from others to prove their credentials.</i>	
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	No	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<i>Individuals are not entitled to apply to be lawyers here until they have the equivalent of a Canadian Law degree. The applicant doesn't qualify to apply to NS until they have that certification. We do not consider the NCA a third party.</i>	
9c	Please indicate the types of activities that they assist with.	<i>Credential Assessment</i>	
9d	Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act, including transparency, objectivity, impartiality and procedural fairness?	<i>Other See "Questions for Third-Party Organizations" completed by the NCA in the Appendix.</i>	
9e	Are you informed of all decisions made by third parties on applicants?	No	
9f	Does the third party have an internal review process for unsuccessful applicants?	<i>Yes The National Committee on Accreditation determines whether an internationally trained lawyer has appropriate credentials to even apply to a Canadian law society. Until the lawyer obtains a certificate of qualification, they are not entitled to apply to our Society. In that way, I do not consider the NCA a third-party provider. Many people with civil law degrees would never even qualify at the NCA level and therefore I would never see them. In any event, the NCA's procedures are well documented on their website which I provided earlier. They are transparent about what they assess and how they assess it. I believe that they provide an appeal of failing grades but I do not know the specifics. We do not advise applicants about these processes because to us, they are not our applicants until they have successfully completed their NCA requirements.</i>	
10a	What types of supports do you provide to applicants during the registration process?	<i>Internet Telephone</i>	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	No	

11	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	<p>Yes</p> <p><i>There is information on our website as set out earlier about qualifying under the NCA. Once lawyers apply to us, we do not deny them registration unless there is a character and fitness issue, in which case it would go to the Credentials Committee as set out in Regulation 6.2.5 (d) and 6.2.8. The policy for that can be found on our website:</i></p> <p>http://nsbs.org/become_a_lawyer/articling/policies_and_procedures</p> <p><i>Otherwise, we would agree to register them upon filling certain conditions; generally writing and passing the bar examination and perhaps a period of supervision as set out in regulation 6.2.7. We always tell applicants that they have a right to request an internal review of any decision as set out in regulation 6.2.6. They are provided with the policy on internal review which is also on our website:</i></p> <p>http://nsbs.org/become_a_lawyer/articling/policies_and_procedures.</p>	8(d)
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	<p>Very Reasonable</p> <p><i>We generally respond in 24 hours or sooner. There is no written policy about responding to inquiries. As a Society, we have a rule that we respond in 24 hours at the very latest unless we tell applicants otherwise. Our policy on timelines policy can be found on our website:</i></p> <p>http://nsbs.org/become_a_lawyer/articling/policies_and_procedures</p> <p><i>The policy on internal reviews very clearly states timelines. We ensure that they are adhered to by monitoring the work. I am primarily responsible for these requests and my policy is to respond within 24 hours. If I am unable to, I post a message on my voicemail and email messages. When we have busy times, we tell applicants what they can expect by email or in telephone calls. We also add alerts to our website during periods of high application volume.</i></p>	7(b), 8(a), 8(b), 8(c)
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	Yes	8(b), 8(c), 10
13ai	Do you have a formal policy for this process?	Yes	
13aii	Do you have a standard timeline	No	
13b	Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to	Yes	

	make submissions respecting such reviews?)		
13c	Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you could communicate the results.	<p><i>I believe that we do an excellent job of communicating our decisions. If we had additional resources we might be able to get the decisions out more quickly, however I think we continue to do it quite quickly as is.</i></p> <p><i>We use templates for all ruling letters that involve credentialing work. In that way, we ensure that we ask ourselves the same questions with each decision and provide the same type of information. Each ruling is tailored to its specific facts; however, we always use the same criteria for measurement. Those criteria are set out in each ruling letter. In addition, to ensure consistency, one person makes all the rulings. Also, we keep all rulings so we are able to refer back to similar circumstances, should the need arise.</i></p>	
14a	Do you provide information on what documentation of qualifications must accompany an application?	Yes	9(a), 16(3)(a), 16(3)(b), 16(3)(e)
14b	Do you include a process for verification of documentation authenticity?	Yes <i>All documentation must come directly from the issuing institution.</i>	
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	<p>Yes <i>Yes, these are provided on the website:</i> http://nsbs.org/become_a_lawyer/transfers_from_other_countries_internationally_trained_lawyers</p> <p><i>Once they submit their documents, applicants receive an email outlining required / missing documentation and or information.</i></p>	7(c), 16(3)(a), 16(3)(b)
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	<p>Yes <i>This rarely happens but we are able to take affidavits, etc. if they cannot get their certificates of standing. For example, if an applicant cannot get a document from their home jurisdiction stating that they are a member in good standing, we may be able to accept affidavits from those who know them and know that they were called to the bar in the home jurisdiction and that they practiced there. We would only accept this in the rarest of circumstances.</i></p>	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<p><i>Identifying and participating in gap training</i> <i>Language proficiency or professional technical language</i> <i>Other</i> <i>While we are not the entity responsible for these issues, we do see that people sometimes have difficulty securing work.</i></p>	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access	Yes	12, 16(3)(j)

	documentation related to registrations are considered?		
18b	Is this made available to applicants?	<i>Yes - This policy is in the process of being formalized.</i>	
18c	What information may you exclude?	<i>We will give them any documentation they've submitted or we've sent to them. We do not permit them to go through the file on their own - our documents are retained electronically and we do not allow them to search our database or enter our computer system..</i>	
18d	Do you charge a fee?	<i>No</i>	
19	Does your Act include an authority to conduct an internal review of the registration decision?	<i>Yes</i> <i>See regulation 3.10 - http://cdn2.nsbs.org/sites/default/files/cms/menu-pdf/currentregs.pdf</i>	7(a)
20	Do you have a regulation or by-law that defines the internal review process?	<i>Yes</i> <i>See regulation 3.10. The policy on internal review by credentials subcommittee of Executive Director Decisions is available on the NSBS website: http://nsbs.org/become_a_lawyer/articling/policies_and_procedures</i>	7(a), 10
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<i>Included with a registration decision</i>	7(a), 10(1)
22a	Do you have an internal review process and procedures document (policy document)?	<i>Yes</i>	7(a), 10(1)
22b	Does this include time frames for the internal review?	<i>Yes</i>	
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<i>We never refuse registration unless there is a character or fitness issue. However, all foreign applicants would be required to write and pass the NS Bar Examination before they can commence practice. In addition, they may have to work under the supervision of a practicing lawyer for 6-12 months. The timeframe for supervised practice is determined by considering a list of factors including how long they practised in the home jurisdiction, how long ago it was that they practised, what they practised, what they intend on doing, how similar the law is in their home jurisdiction, whether they've done continuing professional development while away from practice, what they have been doing while away from practice.</i>	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>The applicant can write to the Internal Review sub-committee and make representations about their file.</i>	

23c	Specify the format for the internal review submission	<i>Written</i>	
23d	What is the timeline for submitted supporting evidence?	<i>Days</i> <i>The applicant must make the request within 30 days of the registration decision.</i>	
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	<i>Yes</i>	
24a	Are the results of the internal review made available to applicants in writing with reasons?	<i>Yes</i>	
24b	In what timeframe are the results of the internal review made available to applicants?	<i>3 months</i>	7(a), 10(3)
24c	Are these timelines communicated?	<i>Yes</i>	
25	Have individuals who make internal review decisions received appropriate training?	<i>Yes</i> <i>We train them before they are asked to make decisions. To date, all of these individuals have been committee members who have made these decisions at the committee level under the old legislation. All committee members take part in a training program which is delivered by an external expert.</i>	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	<i>Yes</i> <i>Section 3.10.8 of the regulation. Section 2.3.4 and 2.3.5 of the policy on internal review.</i>	7(a), 10(5), 16(3)(n)
27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	<i>No</i>	7
28	Has your organization experienced any unintended consequences—defined as an unintended negative impact on labour market, economic, social or other condition—arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade?	<i>No</i> <i>As mentioned in our previous review, I don't think that lawyers have been affected adversely. We already had a national mobility agreement that permitted lawyers from one province in Canada to go to another province without re-qualifying. Lawyers from outside Canada are still subjected to the same rules as they were before AIT. Lawyers have an exemption in that we are permitted to require certain things of lawyers. Newfoundland has no effect on lawyers from Nova Scotia. It would only affect graduates who have not yet been called to the bar elsewhere in Canada.</i>	3
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the	<i>Yes</i>	Chapter 7, CFTA

	ability to accept applicants already certified in another Canadian jurisdiction regardless of the requirements in the previous jurisdiction?	See our National Mobility Agreement: http://nsbs.org/become_a_lawyer/transfers_from_other_provinces_in_canada	
30	Do you review the requirements of the other provincial regulatory bodies regularly?	No <i>We look at them when we are working on national projects or trying to assess ways we could do things differently. We have never been notified that a similar regulator in another province has made a change to admission regulations. To my knowledge they do not. The Federation is different from the NCA. The NCA simply looks at the standards for entry into Canada, they do not look at the various provinces. There is no group that studies this. My point was that I have never been notified, nor have I notified the AIT people in Nova Scotia. I don't think people are clear about what would be considered a change that has to be reported.</i>	3, Chapter 7, CFTA
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?	No	
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	No <i>I'm not sure what would qualify as a change. We are often tinkering with the way we express things...we have instituted a requirement for mandatory cpd plan, not sure if that counts as change...we have never worked with anyone in terms of an AIT notification. However, lawyers are an exception under the AIT. I understand. My point is that I don't believe regulators are aware of their obligation to report changes.</i>	

Further Recommendations / Next Steps

The Nova Scotia Barristers' Society (NSBS) has a comprehensive set of registration policies, which enable the NSBS to issue decisions on many different aspects of the registration process in a consistent and transparent manner. The NSBS has also taken significant steps to reduce barriers to licensure and improve the transparency of the registration process for international applicants by working with the National Committee on Accreditation (NCA) through the lawyers' multi-stakeholder work group.

In this context, I anticipate the NSBS will focus on further improving transparency in a few remaining areas of its registration practices. In particular, I recommend the NSBS implement the following action items over the next two years:

#	Action	Questionnaire Reference	FRPA Reference
1	<ul style="list-style-type: none">Update table of fees to include all relevant fees, including references/links to external fees such as the document filing fee for the prothonotary and the notary application fee.		7(f)
2	<ul style="list-style-type: none">Periodically review the NSBS website to ensure all relevant information is made available to applicants.	2	16(3)(g)
3	<ul style="list-style-type: none">Provide clarification around the requirement of internationally trained lawyers to work under the supervision of a practicing lawyer, including what the NSBS considers in determining whether a period of supervised practice is required, as well as what documents are required from applicants.	3	7(c)
4	<ul style="list-style-type: none">Develop a policy regarding the translation requirements for documents, with reference to applicable third-parties where appropriate, and make this policy accessible to applicants.	6	9(a)

Disclaimer

The Nova Scotia Barristers' Society (NSBS) hereby declares that the information contained in this report is a true and accurate representation of current registration practices of their organization.

Registrar

Date

Appendix

- ✓ Application for Enrolment Bar Admissions Course & As An Articled Clerk
- ✓ Instructions: Enrolment in Bar Admission Course & As An Articled Clerk
- ✓ Application for Admission on Transfer (Interprovincial and International)
- ✓ Application for Admission as a Canadian Legal Advisor?
- ✓ Questions for Third-Party Organizations - National Committee on Accreditation
- ✓ Visual Pathway – Application Process for Internationally Trained Lawyers in Nova Scotia
- ✓ Guide for Applicants with Foreign Law Degrees



NOVA SCOTIA
BARRISTERS' SOCIETY

EDUCATION & CREDENTIALS

ARTICLING APPLICATION CHECKLIST

Prior to completing your application, please review the [Articling Handbook](#).
To apply to be an articled clerk you must provide the following documents.

Please submit all documentation via mail or hand delivery to :
Cogswell Tower, 800–2000 Barrington Street, Halifax, NS B3J 3K1

- ☐ Your application fee:

Applicants with Canadian law degree - \$225.00 plus HST (\$258.75)

OR

Applicants with foreign law degree - \$325.00 plus HST (\$373.25)

- ☐ All pages of this application form (except pages 11 and 12 if not applicable - with page 17 submitted directly to the Society by the applicant)
- ☐ Relevant documentation for any affirmative responses in Parts B, C, and D
- ☐ An Articling Plan (completed in conjunction with your principal)
- ☐ An Articling Agreement (completed in conjunction with your principal)
- ☐ An Education Plan (completed in conjunction with your principal)
- ☐ A criminal record check (*See the Society's [policy](#) on criminal record checks*)
- ☐ A notarized copy of a government-issued photo ID
- ☐ An official transcript:

Applicants with Canadian law degree

- an official transcript to be sent directly to the Nova Scotia Barristers' Society from your law school confirming you have received your law degree
- an official transcript from any additional law school you have attended other than as an exchange student

OR

Applicants with foreign law degree

- a Certificate of Qualification to be sent directly to the Nova Scotia Barristers' Society from the National Committee on Accreditation

- ☐ If applicable, particulars of your work permit or other authorization allowing you to work in Canada.

PLEASE NOTE:

- ☐ If you are from a law school **other than** the Schulich School of Law (Dalhousie) or the University of New Brunswick and your transcript confirming your law degree will not be received by the Society two weeks prior to your articling start date, you must provide a letter from your law school confirming that you have met the requirements for graduation.
- ☐ If your first language is not English (and if the Executive Director requires), you may be asked to provide proof of English language proficiency.



NOVA SCOTIA
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**APPLICATION FOR ENROLMENT BAR ADMISSIONS COURSE
& AS AN ARTICLED CLERK**

Note: This application must be completed **legibly**. Do not skip any questions. Omissions or inaccuracies may be grounds for rejection. Please review “Instructions – Enrolment in Bar Admission Course & as an Articled Clerk” posted on our website prior to completing this application.

The answers to Part 1 must be sworn / affirmed before a notary public (or Commissioner of Oaths, if in Nova Scotia). If the space provided for any answer is insufficient, you may attach additional pages to this form provided they are duly signed.

APPLICANT'S QUESTIONNAIRE – PART 1

PART A

1. PERSONAL AND CONTACT INFORMATION

IMPORTANT: We will use your home address, phone number and / or personal email to contact you with information, notices or any deficiencies regarding your application. It is your responsibility to notify us of any changes.

Full legal name: _____

Preferred prefix (Mr./Ms./None)

Attach a notarized copy of your passport, driver's licence or other government-issued photo identification.

If you use a name other than your given name, please indicate it here: _____

State any changes of name (formal or informal), other surnames or given names you have used and when:

Home address: _____

Telephone: _____

Personal email: _____

Work email: _____



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2. FIRM AND PRINCIPAL INFORMATION

Articling firm: _____

Principal: _____

Supervising lawyer (if applicable): _____

Address: _____

Telephone: _____

Email: _____

PART B – EDUCATION

3. State all universities attended (with location of each), the dates of attendance and any degrees granted.

University	Dates attended (month and year)	Degree(s) granted
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Were you ever expelled from university or law school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Has disciplinary action ever been instituted against you by any university or law school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Have you applied for registration as a student-at-law or articled clerk in any other jurisdiction?	Yes <input type="checkbox"/> No <input type="checkbox"/>



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PART C – EMPLOYMENT

7. Are you lawfully entitled to be employed in Canada? <i>If you are not a Canadian citizen or do not have Canadian landed immigrant status, please provide particulars of work permit or other authorization.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Have you ever been discharged, suspended or asked to resign from any employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Are you, or have you ever been, a member of a law society? <i>If answer is “yes” to question 9, note date of admission and current status.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

PART D – GOOD CHARACTER

10. Do you presently have a record for having been found guilty of a criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Are there any outstanding charges against you pertaining to a criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Have you ever been successfully sued in a civil action relating to fraud?	Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Have you ever been suspended, disqualified, censured or had disciplinary action instituted against you as a member of any profession or organization?	Yes <input type="checkbox"/> No <input type="checkbox"/>
14. Have you ever been denied or had revoked any licence or permit, the procurement of which required proof of good character?	Yes <input type="checkbox"/> No <input type="checkbox"/>
15. Have you ever made an assignment in bankruptcy or petitioned into bankruptcy, or filed a proposal to creditors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
16. Are there any outstanding civil judgments against you or any actions outstanding against you that may result in a civil judgment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
17. Have you at any time not obeyed an Order of any court requiring you to do or abstain from doing any act?	Yes <input type="checkbox"/> No <input type="checkbox"/>
18. Is there, to your knowledge or belief, any event, circumstance, condition or matter not disclosed in your replies to the preceding questions that touches or may concern your conduct, character and reputation, and that you know is or believe might be thought to be an impediment to your admission or warrant full inquiry by the Nova Scotia Barristers' Society?	Yes <input type="checkbox"/> No <input type="checkbox"/>
19. Have you ever been refused registration as a student-at-law or articled clerk?	Yes <input type="checkbox"/> No <input type="checkbox"/>

*If answer is “yes” to any question in Part B, C, or D **other than #7**, please attach all relevant documents, including any court orders with full particulars.*



NOVA SCOTIA
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EDUCATION & CREDENTIALS

AUTHORIZATION AND UNDERTAKING

I grant to the Society full authority to make enquiry from any police authority or other authority with regard to any criminal record or with regard to any or the matters referred in Part D, and I authorize all persons enquired of pursuant to this authorization to provide all information requested.

I undertake to the Nova Scotia Barristers' Society that I will report to the Barristers' Society at my earliest convenience should anything occur before or during my articling period that would alter my responses to any of the questions contained in Parts 1 and 2 of this questionnaire.

I further undertake that I will at all times well and truly keep and perform all of my obligations as an articled clerk and will follow the rules and requirements of the Society. I also hereby undertake to comply with all ethical guidelines rules governing lawyers in the province of Nova Scotia, including the *Code of Professional Conduct*, as if the definition of "lawyer" therein includes a reference to "articled clerk."

Signature of Applicant



NOVA SCOTIA
BARRISTERS' SOCIETY

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DECLARATION OF APPLICANT

I, _____, the applicant for enrolment as an articulated clerk, DO SOLEMNLY DECLARE that the statements contained in my Applicant's Questionnaire – Part 1 are complete and true in every respect.

AND I make this solemn declaration believing it to be true and know that it is of the same force and effect as if made under oath.

Declared before me at _____,
in the County of _____,
Province of _____,
this _____ day of _____.

Notary Public in and for the Province of _____
_____ or a Commissioner
taking affidavits for _____.

Signature of Applicant

DECLARATION OF PRINCIPAL/SUPERVISING LAWYER

I, _____, principal/supervising lawyer of _____
acknowledge that:

1. I have agreed to act as principal/supervising lawyer to the person described in this Applicant's Questionnaire; and
2. I have read his or her completed Applicant's Questionnaire – Part 1.

Date

Signature of Principal/Supervising Lawyer



NOVA SCOTIA
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PREFERRED ARTICLING START DATE

March 1, 2017	<input type="checkbox"/>	June 1, 2017	<input type="checkbox"/>
September 1, 2017	<input type="checkbox"/>	December 1, 2017	<input type="checkbox"/>
March 1, 2018	<input type="checkbox"/>	Other (to be approved by Society)	<input type="checkbox"/>

NOTE: The Bar Admission Course and Call to the Bar ceremony are scheduled to coincide with the June 1 articling start date. If you are approved to start on a different start date, your call to the Bar may be delayed at the conclusion of your articles as admission ceremonies occur quarterly.

SKILLS COURSE SELECTION

The following sessions will be in person and will cover interviewing/advising, negotiation, ethics and advocacy. Please indicate your first, second and third choices for the **in-person** Skills Course sessions below. There may be slight changes to the session dates.

Session One: Monday, September 11 – Friday, September 29, 2017	_____
Session Two: Monday, October 16 – Friday, November 3, 2017	_____
Session Three: Tuesday, November 14 – Friday, December 1, 2017	_____

If you have a special circumstance (e.g., religious holidays) that you believe should entitle you to priority in selecting a course session, please describe the circumstance on a separate sheet of paper and check here ☐.

The **online** course will cover the below topics and occur according to the following schedule:

Practice Management & Trust Accounting 2017/18	August 1-28, 2017 followed by an invigilated online evaluation to be completed in one 4-hour period between: August 28 – September 5 (noon), 2017
Client Relationship Management 2017/18	August 1 – August 28 followed by an invigilated online evaluation to be completed in one 4-hour period between: September 4 – September 11, 2017
Legal Writing 2017/18	January 17 – February 19, 2018
Legal Drafting 2017/18	February 26 – April 2, 2018

Please note: During these time frames, you must ensure you have access to a computer in order to obtain course materials and submit assignments. Deadlines are firm and extensions to the due dates will only be granted in exceptional circumstances.

BAR EXAMINATION SELECTION

July 17/18, 2017	<input type="checkbox"/>	January 15/16, 2018	<input type="checkbox"/>	July 16/17, 2018	<input type="checkbox"/>
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NOVA SCOTIA
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EDUCATION & CREDENTIALS

TO BE COMPLETED BY PRINCIPAL/CHAIR OF ARTICLING COMMITTEE:

I consent to the applicant taking any one of the Skills Course Sessions.

NOTE: If your firm has more than one clerk, or other circumstances that may affect the sessions for which your clerk is available, please provide a written request for a Skills Course priority with this application.

No changes will be made once the Skills Course assignments have been completed.

Date

Signature of Principal/Chair of Articling Committee

(Please print name here: _____)



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SKILLS COURSE PROGRAM AGREEMENT

I, _____, agree to the following terms and conditions:

1. I will conduct myself ethically in all aspects of the Skills Course.
2. All assignments and evaluations I submit to the Skills Course will be my own original work. I will not receive assistance on my assignments or evaluations, or discuss them with anyone except the Bar Admission Course instructors or Learning Group Facilitators.
3. I am responsible for any work I produce as a result of working in a Skills Course module.
4. I am responsible for storing my work in a secure manner, with secure meaning that only I am able to access Skills Course related work or materials.
5. I will not lend, give or sell my Skills Course work or materials to any other students, prospective students or individuals. If I am found to have participated in another student's plagiarism, I may be subject to disciplinary action by the Nova Scotia Barristers' Society.
6. I will credit or properly cite any materials I have used during my research or have incorporated into my work.
7. The material in the Skills Course is proprietary. Use of the module contents and materials is for my use only.
8. Plagiarism is not tolerated by the Skills Course and may result in investigation, suspension, failure in the program and disciplinary action by the Nova Scotia Barristers' Society.

Signature of Applicant

Date



NOVA SCOTIA
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EQUITY & DIVERSITY

The Nova Scotia Barristers' Society is committed to increasing opportunities for all law graduates from communities that have historically been underrepresented in the legal profession. The Society is working with the Department of Justice, Schulich School of Law at Dalhousie and Nova Scotia law firms to make the legal profession more representative of the public it serves. One aspect of this initiative requires gathering relevant data on the representation of individuals from historically disadvantaged communities in programs of the Nova Scotia Barristers' Society.

Your voluntary response to the question below will assist our understanding of equity and diversity in the legal profession.

I am a member of one or more of the following communities:

1. African Nova Scotian/Black ☐
2. Mi'kmaq/Aboriginal ☐
3. Racialized ☐
4. Person with a disability ☐
5. LGBTTI ☐
6. Other: _____

I certify that all the information I have provided in this application is correct to the best of my knowledge.

Date

Signature of Applicant



NOVA SCOTIA
BARRISTERS' SOCIETY

EDUCATION & CREDENTIALS

SPECIAL (EXAMINATION) ACCOMMODATIONS REQUEST FORM
(to be completed only if requesting examination accommodation)

1. Applicant information

Name: _____

All requests for special examination accommodations including all required documentation must be submitted and received by the Society no later than six weeks before the sitting of the Bar Examination. Applicants are advised that requests submitted and received later than these dates may not be considered and/or approved for the exam session requested.

2. Description – Please indicate the grounds under which you are seeking accommodations.

☐ Cognitive / psychological

☐ Physical

☐ Visual

☐ Hearing

☐ OTHER: _____

3. Accommodation requested (please be as specific as possible)

The accommodation(s) requested must be substantiated through detailed medical documentation. You must demonstrate, through medical documentation, a rationale for how the accommodations will negate the adverse effect of the disability of condition.

Provide a brief description: _____

4. Prior accommodation

Have you received special examination accommodations in the past, as either part of your law school studies or as part of your licensing process?

☐ Yes (if yes, please attach proof of accommodations provided)

☐ No

Please note that proof of prior accommodations is not a guarantee of the same for your Nova Scotia Bar Examination.



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5. Documentation required

You must enclose verifiable medical documentation in support of your request. All documentation should be as specific as possible. Documentation provided by a professional should clearly indicate the name and qualification of the professional.

A request for special exam accommodations must be completed and all required documents must be submitted before your application will be considered, and must include the following:

- ☐ **A recent letter from a qualified physician/specialist who is familiar with your disability/condition and its impact on your ability to perform during written examinations, which must include:**
 - confirmation and disclosure of the nature of the disability or condition and its commencement and expected duration;
 - how the disability or condition adversely affect the candidate's ability to participate in the Nova Scotia Bar Examination;
 - the professional's recommended accommodation and any alternative accommodations that may be considered (the accommodation provided may not be the recommended or alternative accommodation recommended by the professional); and
 - the rationale for how the recommended accommodations will negate the adverse affect of the disability or condition while writing the examination.
- ☐ **A recent letter from your law school listing all accommodations received if accommodations were provided.**
- ☐ **Applicants who request additional exam writing time due to a cognitive condition (learning disability) must provide a psychological or psychoeducational assessment report.**

I confirm the foregoing is an accurate description of the circumstances giving rise to this request for accommodations.

Signature of Applicant

Date

Information collected from you is kept strictly confidential and is used solely for the purpose of providing you with accommodations. Access to this information is restricted to staff who are working on your behalf and will not be disclosed without your written consent.



NOVA SCOTIA
BARRISTERS' SOCIETY

EDUCATION & CREDENTIALS

**APPLICATION FOR ENROLMENT IN BAR ADMISSION COURSE &
AS AN ARTICLED CLERK**

APPLICANT'S QUESTIONNAIRE - PART 2

The Applicant's Questionnaire – Part 2 must be completed legibly and signed by the applicant only. This section of the application should remain private and should not be disclosed to the principal.

In asking the questions in Part 2, the Nova Scotia Barristers' Society is seeking information pertaining to your fitness to practise law pursuant to Regulation 3.3.1. The Society's obligation to protect the public interest operates alongside the lawyers' ethical obligation to respect the human dignity and worth of all persons and to treat all persons with equality and without discrimination.

To that end, the Society will endeavour to deal with issues of capacity without causing unnecessary pain and anxiety for applicants, without discouraging those who need help from seeking it and without contributing to the stigma surrounding mental health issues in particular.

In order to protect your right to privacy, the information you provide will be held in confidence, and will only be provided to the Credentials Committee where it is deemed relevant to a concern regarding your fitness to practise law, and only after you have been notified of the information to be provided to the Committee.

NO INFORMATION CONTAINED IN PART 2 WILL BE PROVIDED TO YOUR PRINCIPAL EXCEPT AS REQUIRED BY LAW.

The practice of law is often rigorous, demanding a high level of functioning. Any circumstance that would render you incapable of practising law competently puts clients' interests at risk, and harms the profession's reputation. Having said that, the Society recognizes that everyone experiences pressures in life, and we all respond to those pressures differently. You may be quite capable of practising law competently, in spite of your past difficulties. It is the Society's goal as the governing body of the profession to determine if an applicant has an impairment that effectively disables that individual from carrying out the functions normally required of a lawyer. To this end, the Society is looking for information about conditions you are currently experiencing and that could impair your ability to articulate. The Society is not looking for information about past conditions that have been resolved and are not currently affecting your ability to complete the duties of an articled clerk. **You need only report current circumstances that could affect your ability to perform the duties of an articled clerk.**

The fact that you may have sought professional assistance for a problem is not a bar to enrolment. In most cases, evidence of having sought professional assistance is positive evidence, as it suggests that you are actively seeking to deal with the circumstances and take control of your life.

On behalf of the Society, LIANS operates the Nova Scotia Lawyers Assistance Program (NSLAP), which is completely confidential and open to all lawyers, their families and their staff. It is available to you once you are enrolled as an articled clerk. The Society actively encourages individuals to seek the education and assistance they need. The NSLAP can be contacted at 1-866-299-1299 and offers resources online at www.nslap.ca.



NOVA SCOTIA
BARRISTERS' SOCIETY

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APPLICANT'S QUESTIONNAIRE - PART 2 CONTINUED

If you answer “yes” to any of the questions below you may be asked to provide further information from a source that the Society deems appropriate.

If you would like to discuss a personal concern confidentially, please contact the Director, Education & Credentials, or the Officer, Education & Credentials, at 902-422-1491.

1. Full name: _____

2. Date of birth: _____

3. State any changes of name, formal or informal, or other surnames or given names you have used, and when:
If the change in your name was made by a court order, attach a certified copy of the order.

In asking the following question, the Society is not concerned with issues that have been satisfactorily resolved and do not affect your present ability to practise law competently.

4. Based upon your personal history, your current circumstances or any professional opinion or advice you have received, are you currently experiencing any condition that is reasonably likely to substantially impair your ability to perform the duties of an articulated clerk? Yes ☐ No ☐

5. If the answer is yes to (4), please provide a general description of the “impairment” that is likely to substantially impair your ability to perform the duties of an articulated clerk.

Depending upon your response, the Society may ask for additional information from you or another appropriate source.

Signature of Applicant



NOVA SCOTIA BARRISTERS' SOCIETY
EDUCATION & CREDENTIALS

**INSTRUCTIONS:
ENROLMENT IN BAR ADMISSION COURSE & AS AN ARTICLED CLERK**

GENERAL

Articled clerks must work in the office of a qualified principal for 12 months, which includes the time you attend the Bar Admission Course. (Vacation time is at the discretion of the principal.)

Articles are supervised by the Society's Executive Director and Credentials Committee (the "Committee") in accordance with the Nova Scotia Barristers' Society Regulations. Please review Parts I, II and III of the [Legal Profession Act](#), Parts 1, 2, 4 and 6 of the [Regulations](#), the [Articling and Admission Guidelines](#), and the [Articling Handbook](#).

ENROLMENT AS AN ARTICLED CLERK

A person lawfully entitled to be employed in Canada may be enrolled as an articled clerk if that person has a law degree as defined by the Regulations. Articles must commence on March 1, June 1, September 1 or December 1, unless determined otherwise by written application to the Society.

The following original documents must be filed with the Society two months before you begin articles:

- a) Application for Enrolment in Bar Admission Course and as an Articled Clerk, Part 1 and 2, including relevant documentation with full particulars for any affirmative responses in Parts B, C, and D;
- b) Articling Plan;
- c) Articling Agreement;
- d) Official law school transcript sent directly from the university, showing the granting of a law degree and grades, or the National Committee on Accreditation's Certificate of Qualification, if legal qualifications were acquired outside Canada;
- e) Filing fee for enrolment;
- f) Criminal record check; and
- g) Notarized photo ID.

An official transcript may be submitted at a later date only if you have recently graduated from law school and the university has not yet formally granted your law degree. In this case, you must provide an official transcript as soon as it is available, and no later than two weeks after you begin articles, in order to avoid suspension of your articles. (If your transcript will not be received by the Society two weeks prior to your enrollment date, you must provide a letter from your law school confirming you have met the requirements for graduation. If you attend the Schulich School of Law or the University of New Brunswick, and are applying for a June 1st start date, the law schools will provide the Society with the finalized graduation lists as interim confirmation of your law degree.)



NOVA SCOTIA BARRISTERS' SOCIETY

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Your articling period will not start until your application has been approved and all required documentation has been filed with the Society, with the exception of the official transcript as noted. It is your responsibility to ensure that documents being submitted on your behalf by third parties are received by the Society.

2017/2018 FEES

The current fee for enrolment as an articulated clerk is \$258.75 (\$225 + \$33.75 HST) for applicants with a Canadian law degree and \$373.75 (\$325 + \$48.75 HST) for applicants with a foreign law degree, and must accompany your articling documents.

The current fee for enrolment in the Bar Admission Course is \$4,312.50 (\$3,750 + \$562.50 HST) and must be paid in full in accordance with your invoice (for June starts, your invoice will be sent in June and is payable in August).

CHARACTER AND FITNESS

The purpose of the Nova Scotia Barristers' Society is to uphold and protect the public interest in regulating the practice of law in Nova Scotia. Therefore, the Society must be satisfied that each applicant for enrolment as an articulated clerk is of good character and otherwise fit to become a lawyer. [Regulation 3.3.1]

You are advised to answer all questions fairly and fully on the Applicant's Questionnaire and to disclose to the Society anything that you consider might adversely affect your application, so it can be considered at an early date. Should anything subsequently arise during articles that would impact on any answers given on the Applicant's Questionnaire, this must be reported immediately to the Director, Education & Credentials. **The Applicant must send Part 2 of the Applicant's Questionnaire directly to the Society. It should not be disclosed to your firm.**

When considering past criminal charges or convictions, the Society will assess these factors:

- a) applicant's age at the time of the offence in question;
- b) how long ago the offence occurred;
- c) frequency of occurrence;
- d) seriousness of the offence;
- e) factors underlying the offence;
- f) evidence of rehabilitation; and
- g) applicant's positive social contributions since the offence.

If you have any questions or concerns regarding disclosure under this section, please contact the Officer, Education & Credentials.



NOVA SCOTIA BARRISTERS' SOCIETY
EDUCATION & CREDENTIALS

OBLIGATIONS OF PRINCIPAL AND ARTICLED CLERK

The principal and articled clerk each have an obligation to ensure that the articled clerk has a beneficial and valuable articling experience.

- **Education Plan**

The Society requires that a lawyer or firm proposing to act as a principal submit an Education Plan for approval prior to hiring an articled clerk. This Plan becomes the model for the articling program the lawyer or firm offers and must provide for the development of the core skills and attributes identified by the Society (lawyering skills, practice and office management skills, professional responsibility and good character). The Plan must primarily provide for an educational experience with emphasis on development of core competencies in the articled clerk. The Plan does not have to provide for exposure to a comprehensive range of practice areas. The Society recommends, but does not require, that the Articled Clerk gain significant exposure in at least one area of a barrister's practice and one area of a solicitor's practice.

- **Articling Plan**

A lawyer or firm acting as a principal must also file an Articling Plan for each articled clerk, which attaches the approved Education Plan. The Articling Plan either confirms the commitments made in the approved Education Plan or identifies changes for approval. The Articling Plan is signed by both the principal and articled clerk.

- **Mid-Term and Final Reports**

Principals are required to file a Mid-term Report approximately halfway through the articling term. The purpose of the Mid-term Report is to provide information concerning the nature and extent of experience the articled clerk has received to date, to identify any areas of deficiency on which to focus for the remainder of the articling term and to ensure compliance with the approved Education Plan.

If deficiencies are noted in any of the skills and practice areas when the report is filed, principals are asked to ensure that these areas are addressed in the time remaining.

Principals are also required to complete a Final Report that covers the first 11 months of the articling term and is filed with the Society no later than one month before the conclusion of articles. The purpose of the Final Report is to provide information concerning the nature and extent of experience the articled clerk has received during the articling term to ensure compliance with the approved Education Plan, and to confirm the articled clerk is competent to the level of a newly called lawyer.

NOTE: These reports are to be completed by the principal and reviewed with the articled clerk.



NOVA SCOTIA BARRISTERS' SOCIETY
EDUCATION & CREDENTIALS

ASSIGNMENT OF ARTICLES

If an articulated clerk wishes to transfer articles from one principal to another, an Assignment of Articles, together with the applicable fee, must be filed at the Society before the date the assignment is effective. The second Principal must apply and be approved before the effective date.

EMPLOYMENT OUTSIDE ARTICLES

An articulated clerk is not permitted to engage in any other employment that, in the opinion of the Executive Director, would interfere with the articulated clerk's reasonable attendance and service during articles or at the Bar Admission Course. [Regulation 3.4.1]

EXTENSION OF ARTICLES

An articulated clerk and the current principal may extend articles beyond the required period or the Articled Clerk may extend articles beyond the required period by assigning articles to a new principal, until the next Call to the Bar. To extend a period of articles, the articulated clerk and the current or new principal must file an extension of articles application with the Society outlining the dates in which the extension will be effective. [Regulation 3.4.2]

BAR ADMISSION COURSE

The Bar Admission Course consists of two components:

- **Skills Course**

A course that teaches the following lawyering skills: interviewing and advising, legal drafting, legal writing, negotiation, advocacy, practice management and client relationship management. The Skills Course is delivered through both online and in-person formats: a classroom component requiring three weeks of full-time attendance in the fall and four online modules delivered throughout the year pursuant to the [Bar Admissions Course schedule](#).

- **Bar Examination**

Students have the option of writing the Bar Examination either at the January or the July sitting. This exam tests the competence of articulated clerks in the following areas of practice: Aboriginal law, administrative law, business organizations, commercial transactions, constitutional law, contracts, criminal law, evidence, family law, professional responsibility, real estate, torts, trial procedure, wills and probate.

Attendance at all class sessions of the Skills Course is mandatory. Involvement in other work, no matter what its nature, will not constitute an adequate reason for failure to attend unless exceptional circumstances exist and advance permission to be absent has been obtained from the Director, Education & Credentials.



NOVA SCOTIA BARRISTERS' SOCIETY
EDUCATION & CREDENTIALS

ADMISSION

There are quarterly calls to the Bar, usually in January, April, June and October. Students completing their admission requirements by June 1 will be called to the Bar at the June Admission Ceremony.

FOR MORE INFORMATION

If you have any questions concerning articling, the Bar Admission Course or admission to the Nova Scotia Barristers' Society, please contact:

Education & Credentials
Nova Scotia Barristers' Society
Cogswell Tower, 800–2000 Barrington Street, Halifax, NS B3J 3K1 |
Tel: (902) 422-1491 | Fax: (902) 429-4869
Email: articling@nsbs.org



NOVA SCOTIA BARRISTERS' SOCIETY
EDUCATION & CREDENTIALS

APPLICATION FOR ADMISSION ON TRANSFER

(Regulations 6.1 - 6.2)

This application must be completed **legibly**. All questions must be answered fully and precisely and the answers to Part 1 must be sworn/affirmed before a Notary Public or Commissioner of Oaths (if sworn/affirmed in Nova Scotia). Omissions or inaccuracies may be grounds for rejection. If the space provided for any answer is insufficient, the applicant may attach a rider to this form, provided it is duly signed.

If you are applying to transfer from a jurisdiction that does not participate in the National Mobility Agreement, we strongly suggest that you contact the Administrator, Education & Credentials, well in advance of your transfer.

To apply to transfer to Nova Scotia under the National Mobility Agreement, you will need to submit the following:

- ☐ Your transfer application
- ☐ A notarized copy of a government issued photo ID
- ☐ Two Statements of Good Character
- ☐ A current Certificate of Standing from each jurisdiction in which you are, or have ever been, licensed to practice law. (Do not include with your application; each law society must send the Certificate directly to the Society.)
- ☐ Pay the transfer fee of \$1523.75 (HST included)
- ☐ Relevant documentation with full particulars for any affirmative responses in both Parts B and C
- ☐ If applicable, confirmation of liability insurance and defalcation coverage for your permit pending call to the Bar. (Do not include with your application; the insurer must send confirmation directly to the Society.)
- ☐ If applicable, a copy of your Certificate of Qualification (Do not include with your application; the National Committee on Accreditation must send the Certificate directly to the Society.)
- ☐ If applicable, a current Certificate of Standing from each governing body for each professional organization, excluding law societies, of which you are, or have ever been, a member (Do not include with your application; governing bodies must send certificate(s) directly to the Society.)

Review to ensure your application is complete. Incomplete applications will not be processed. A complete application must be received at least six weeks prior to your anticipated call date. If your complete application has not been received in this time, you may not be called until the following call to the Bar. Your call to the Bar may also be delayed if your application requires additional follow-up or consideration by the Credentials Committee.

Review Regulations 6.1 and 6.2 prior to completing this application.

APPLICATION FOR ADMISSION ON TRANSFER

PART 1

PART A - IDENTIFICATION

1. Full Name: _____
Attach a notarized copy of your passport, driver's licence or other government-issued photo identification.

2. Date of Birth: _____

3. Present Address: _____

Postal Code: _____ Telephone: _____

Fax: _____ Email: _____

4. State any changes of name, formal or informal, or other surnames or given names you have used, and when:

If the change in your name was made by a court order, attach a certified copy of the order.

PART B - PROFESSIONAL HISTORY

5. (a) From which law school did you receive your degree?

Is it a common law or civil law degree?

On what date was your law degree issued?

(b) **Applicants with a law degree outside Canada:** *Please have your Certificate of Qualification from the National Committee on Accreditation forwarded directly to us.*

6. Are you lawfully entitled to be employed in Canada? Yes ☐ No ☐

If you are not a Canadian citizen or do not have Canadian landed immigrant status, please provide particulars of work permit or other authorization.

7. Have you applied to become a member of any other law societies in Canada?

Yes ☐ No ☐

If yes, please provide particulars: _____

8. List chronologically all law societies or comparable bodies of which you are currently or were previously a member, noting current status and dates of admission.

Please have current Certificates of Standing sent directly to the Nova Scotia Barristers' Society from each law society or other body governing the legal profession in any jurisdiction of which you are, or have ever been, a member.

9. List chronologically all governing professional bodies, excluding law societies, of which you are currently or were previously a member, noting current status and dates of admission.

Please have current Certificates of Standing sent directly to the Nova Scotia Barristers' Society from each governing body in any jurisdiction of which you are, or have ever been, a member.

10. State your complete employment history since the date of your call to the Bar, including name of law firm/employer, address and period employed. If you have been called in more than one jurisdiction (including outside Canada), begin your employment history with your earliest call.

11. In the space provided below, state fully the nature and extent of your practice and/or law-related experience, including dates. *Attach a separate sheet if the space provided is insufficient.*

12. Have you ever been refused admission to, been disciplined by, or been disbarred or struck from membership in a law society or other professional organization or governing body? Yes ☐ No ☐

13. Have you ever resigned or applied to resign from a law society or other governing body for any reason? Yes ☐ No ☐

14. Are you currently the subject of a professional conduct or disciplinary complaint in any jurisdiction? Yes ☐ No ☐

15. Are you aware of any complaint or charge pending against you in your professional capacity, which has not yet come to the attention of your law society or governing body? Yes ☐ No ☐

16. Have you ever been the subject of an insurance claim under a policy for professional liability insurance? Yes ☐ No ☐

If answer is yes to any of questions 12 to 16, attach relevant documents, including reports from your law society and other applicable professional organization or governing body, if any, with full particulars.

PART C - GOOD CHARACTER

17. Do you presently have a record for having been found guilty of a criminal offence? Yes ☐ No ☐

18. Are there any outstanding charges against you pertaining to a criminal offence? Yes ☐ No ☐

19. Have you ever been successfully sued in a civil action relating to fraud? Yes ☐ No ☐

20. Have you ever been suspended, disqualified, censured or had disciplinary action instituted against you as a member of any profession or organization? Yes ☐ No ☐

21. Have you been denied or had revoked any licence or permit, the procurement of which required proof of good character? Yes ☐ No ☐

22. Have you made an assignment in bankruptcy or petitioned into bankruptcy, or filed a proposal to creditors? Yes ☐ No ☐

23. Are there any outstanding civil judgments against you or any actions outstanding against you that may result in a civil judgment? Yes ☐ No ☐

24. Have you at any time not obeyed any order of any court requiring you to do or abstain from doing any act? Yes ☐ No ☐

25. Is there, to your knowledge or belief, any event, circumstance, condition or matter not disclosed in your replies to the preceding questions that touches or may concern your conduct, character and reputation, and that you know is or believe might be thought to be an impediment to your admission or warrant full inquiry by the Nova Scotia Barristers' Society? Yes ☐ No ☐

26. Have you ever been refused registration as a student-at-law or Articled Clerk? Yes ☐ No ☐

If answer is yes to any question in Part C, attach relevant documents, including any court orders, with full particulars.

Attach two Statements of Good Character from other lawyers. Use prescribed form. Yes ☐ No ☐

PART D – PRACTICE INTENTIONS

27. If admitted in Nova Scotia, do you intend to commence practising law here? Yes ☐ No ☐

28. On what date do you intend to commence practice? _____

29. With which firm or organization will you be practising (if known)? _____

Address of law firm or employer: _____

Postal Code _____ Telephone _____

30. Describe the nature of your intended practice:

31. If you do not intend to practise law in Nova Scotia, state your reason(s) for requesting admission in Nova Scotia:

PART E – APPLICATION FOR PERMIT PENDING CALL TO THE BAR

If you require a permit to practice pending your anticipated call date and are a member of a reciprocating jurisdiction pursuant to the National Mobility Agreement, please complete the following permit application.

PLEASE NOTE: Permit applications cannot be processed until you have a confirmed job and the Nova Scotia Barristers' Society receives your Certificate(s) of Standing and confirmation of liability insurance and defalcation coverage from your insurer. Until you are called to the Bar in Nova Scotia, you must maintain your practicing status and liability insurance and defalcation coverage in your home jurisdiction.

I hereby apply for a permit to practise pending my call to the bar.

Signature

AUTHORIZATION AND UNDERTAKING

I grant to the Society permission to make enquiry from any person, police authority, governing body, or other organization about anything relevant to this Application for Admission on Transfer. I authorize all persons enquired of pursuant to this authorization to provide all information requested. I undertake to the Nova Scotia Barristers' Society that, if admitted in Nova Scotia, I will at all times well and truly keep and perform all of my obligations and will follow the rules and requirements of the Society. I also hereby undertake to comply with all ethical guidelines and rules governing lawyers in the Province of Nova Scotia, including the *L Code of Professional Conduct*.

DECLARATION OF APPLICANT

I, _____, the applicant in this Application for Admission on Transfer, DO SOLEMNLY DECLARE that the statements contained in my Application are complete and true in every respect.

AND I make this solemn declaration believing it to be true and know that it is of the same force and effect as if made under oath or solemn affirmation.

Declared before me at _____)

in the County of _____,)

Province of _____,)

this _____ day of _____, 20__)

)

_____))

Notary Public in and for the Province of _____)

_____, or a Commissioner)

of the Supreme Court of Nova Scotia.)

Signature of Applicant

APPLICATION FOR ADMISSION ON TRANSFER

PART 2

FITNESS

In asking the following question, the Barristers' Society is seeking information pertaining to your fitness to practise law pursuant to Regulation 6.2.2 (d). The Society's obligation to protect the public interest operates alongside the lawyers' ethical obligation to respect the human dignity and worth of all persons and to treat all persons with equality and without discrimination.

To that end, the Society will endeavour to deal with issues of capacity without causing unnecessary pain and anxiety for applicants, without discouraging those who need help from seeking it and without contributing to the stigma surrounding mental health issues in particular.

In order to protect your right to privacy, the information you provide will be held in confidence, and will only be provided to the Credentials Committee where it is deemed relevant to a concern regarding your fitness to practice law, and only after you have been notified of the information to be provided to the Committee.

The practice of law is often rigorous, demanding a high level of functioning. Any circumstance which would render you incapable of practising law competently puts clients' interests at risk, and harms the profession's reputation. Having said that, the Barristers' Society recognizes that everyone experiences pressures in life, and we all respond to those pressures differently. You may be quite capable of practising law competently, in spite of your past difficulties. It is the Society's goal as the governing body of the profession to determine if an applicant has an impairment which effectively disables that individual from carrying out the functions normally required of a lawyer. To this end, the Society is looking for information about conditions that you are currently experiencing and which could impair your ability to practise. The Society is not looking for information about past conditions which have been resolved and are not currently affecting your ability to complete the duties of a lawyer. You need only report **current** circumstances which could affect your ability to perform the duties of a lawyer.

The fact that you may have sought professional assistance for a problem is not a bar to enrolment. In most cases, evidence of having sought professional assistance is positive evidence, as it suggests that you are actively seeking to deal with the circumstances and take control of your life.

On behalf of the Society, LIANS operates a Lawyers Assistance Program, which is completely confidential and open to all lawyers, their families and their staff. It is available to you upon admission to the Nova Scotia Bar. The Society actively encourages individuals to seek the education and assistance they need. The LAP can be contacted at 1-866-299-1299.

If you answer "yes" to the question below, you may be asked to provide further information from a source that the Society deems appropriate.

If you would like to discuss a personal concern confidentially, please contact the Director, Education & Credentials or Administrator, Education & Credentials, at 902-422-1491.

1. Full Name: _____
2. Date of Birth: _____
3. State any changes of name, formal or informal, or other surnames or given names you have used, and when:

4. ***In asking the following question, the Society is not concerned with issues which have been satisfactorily resolved and do not affect your present ability to practise law competently.***

Based upon your personal history, your current circumstance or any professional opinion or advice you have received, are you currently experiencing any condition which is reasonably likely to substantially impair your ability to competently practise law? Yes ☐ No ☐

5. If the answer is “yes” to (4), please provide a general description of the “impairment” which is likely to substantially impair your ability to perform the duties of a lawyer.

Depending upon your response, the Society may ask for additional information from you or another appropriate source.

Signature of Applicant

Date



NOVA SCOTIA BARRISTERS' SOCIETY
EDUCATION & CREDENTIALS

STATEMENT OF GOOD CHARACTER

TO: The Executive Director of the Nova Scotia Barristers' Society

I, _____, of _____, state:

1. I understand that a lawyer of good character is a person who demonstrates qualities of honesty, fairness, candour, trustworthiness, observance of fiduciary responsibility, respect for and obedience to the laws of Canada and Nova Scotia, respect for and compliance with the legal ethics standards governing lawyers and respect for the rights of all involved in legal and court processes.
2. I understand that the Nova Scotia Barristers' Society may need to conduct further investigation into the character of applicants who possess traits that are likely to result in injury to clients, the obstruction of the administration of justice or a breach of the legal ethics standards governing lawyers.
3. I am a lawyer in good standing in _____, and have personally known _____ for the last _____ years. My opportunities to observe the good character of the applicant during those years were _____:

4. In my opinion, the applicant is a person of good character. Yes ☐ No ☐
5. Whether you have answered “yes” or “no” to question 4, are there any issues regarding the applicant’s character to raise with the Society: *[Insert N/A if this is not applicable.]*

Dated at _____, this _____ day of _____, 20 _____.

Signature

Name and Address of Firm:



NOVA SCOTIA BARRISTERS' SOCIETY
EDUCATION & CREDENTIALS

STATEMENT OF GOOD CHARACTER

TO: The Executive Director of the Nova Scotia Barristers' Society

I, _____, of _____, state:

1. I understand that a lawyer of good character is a person who demonstrates qualities of honesty, fairness, candour, trustworthiness, observance of fiduciary responsibility, respect for and obedience to the laws of Canada and Nova Scotia, respect for and compliance with the legal ethics standards governing lawyers and respect for the rights of all involved in legal and court processes.
2. I understand that the Nova Scotia Barristers' Society may need to conduct further investigation into the character of applicants who possess traits that are likely to result in injury to clients, the obstruction of the administration of justice or a breach of the legal ethics standards governing lawyers.
3. I am a lawyer in good standing in _____, and have personally known _____ for the last _____ years. My opportunities to observe the good character of the applicant during those years were _____:

4. In my opinion, the applicant is a person of good character. Yes ☐ No ☐
6. Whether you have answered “yes” or “no” to question 4, are there any issues regarding the applicant’s character to raise with the Society: *[Insert N/A if this is not applicable.]*

Dated at _____, this _____ day of _____, 20 _____.

Signature

Name and Address of Firm:



NOVA SCOTIA BARRISTERS' SOCIETY
EDUCATION & CREDENTIALS

APPLICATION FOR ADMISSION AS A CANADIAN LEGAL ADVISOR

(Regulation 6.6)

This application must be completed **legibly**. All questions must be answered fully and precisely and the answers to Part 1 must be sworn/affirmed before a Notary Public or Commissioner of Oaths (if sworn/affirmed in Nova Scotia). Omissions or inaccuracies may be grounds for rejection. If the space provided for any answer is insufficient, the applicant may attach a rider to this form, provided it is duly signed.

To apply to transfer to Nova Scotia under the Québec Mobility Agreement, you will need to submit the following:

- ☐ Your application for Canadian Legal Advisor
- ☐ A notarized copy of a government-issued photo ID
- ☐ Two Statements of Good Character
- ☐ A current Certificate of Standing from each jurisdiction in which you are, or have ever been, licenced to practice law. (Do not include with your application; each law society must send the Certificate directly to the Society)
- ☐ Relevant documentation with full particulars for any affirmative responses in Parts B and C
- ☐ If applicable, particulars of your work permit or other authorization authorizing you to work in Canada
- ☐ The application fee of \$1495 tax included
- ☐ If applicable, a certified copy of the court order changing your name
- ☐ Proof of insurance – Applicants must maintain the full mandatory professional liability insurance coverage required by the Barreau du Québec
- ☐ If applicable, a current Certificate of Standing from each governing body for each professional organization, excluding law societies, of which you are, or have ever been a member (Do not include with your application; certificate(s) must be sent to the Nova Scotia Barristers' Society directly by the governing body.)

Review to ensure your application is complete. Incomplete applications will not be processed. A complete application must be received at least six weeks prior to your anticipated call date. If your complete application has not been received in this time, you may not be called until the following call to the Bar. Your call to the Bar may also be delayed if your application requires additional followup or consideration by the Credentials Committee.

APPLICATION FOR ADMISSION AS A CANADIAN LEGAL ADVISOR

PART 1

PART A – IDENTIFICATION

1. Full name: _____

Attach a notarized copy of your passport, driver's licence or other government-issued photo identification.

2. Date of birth: _____

3. Present address: _____

Postal code: _____ Telephone: _____

Fax: _____ Email: _____

4. State any changes of name, formal or informal, or other surnames or given names you have used, and when:

If the change in your name was made by a court order, attach a certified copy of the order.

PART B – PROFESSIONAL HISTORY

5. (a) From which Canadian law school did you receive your degree?

Is it a common law or civil law degree?

On what date was your law degree issued?

(b) Applicants with a law degree outside Canada: Please have your Certificate of Qualification from the National Committee on Accreditation forwarded directly to us.

6. Are you lawfully entitled to be employed in Canada? Yes ☐ No ☐

If you are not a Canadian citizen or do not have Canadian landed immigrant status, please provide particulars of work permit or other authorization.

7. List chronologically all law societies of which you are currently or were previously a member, noting current status and dates of admission.

Cogswell Tower, 800–2000 Barrington Street, Halifax, NS B3J 3K1 | t: 902.422.1491 | f: 429.4869 | nsbs.org

March 2016

Please have current Certificates of Standing sent directly to the Nova Scotia Barristers' Society from each law society or other body governing the legal profession in any jurisdiction of which you are, or have ever been, a member.

8. List chronologically all governing professional bodies, excluding law societies, of which you are currently or were previously a member, noting current status and dates of admission.

Please have current Certificates of Standing sent directly to the Nova Scotia Barristers' Society from each governing body in any jurisdiction of which you are, or have ever been, a member.

9. State your complete employment history since the date of your call to the Bar, including name of law firm/employer, address and period employed. If you have been called in more than one jurisdiction (including outside Canada), begin your employment history with your earliest call.

-
-
-
-
10. In the space provided below, state fully the nature and extent of your practice and/or law-related experience, including dates. *Attach a separate sheet if the space provided is insufficient.*

11. Have you ever been refused admission to, been disciplined by, or been disbarred or struck from membership in a law society or other professional organization or governing body? Yes ☐ No ☐
12. Have you ever resigned or applied to resign from a law society or other governing body for any reason? Yes ☐ No ☐
13. Are you currently the subject of a professional conduct or disciplinary complaint in any jurisdiction? Yes ☐ No ☐
14. Are you aware of any complaint or charge pending against you in your professional capacity, which has not yet come to the attention of your law society or governing body? Yes ☐ No ☐
15. Have you ever been the subject of an insurance claim under a policy for professional liability insurance? Yes ☐ No ☐

If answer is yes to any of questions 12 to 16, attach relevant documents, including reports from your law society and other applicable professional organization or governing body, if any, with full particulars.

PART C – GOOD CHARACTER

16. Do you presently have a record for having been found guilty of a criminal offence? Yes ☐ No ☐
17. Are there any outstanding charges against you pertaining to a criminal offence? Yes ☐ No ☐
18. Have you ever been successfully sued in a civil action relating to fraud? Yes ☐ No ☐
19. Have you ever been suspended, disqualified, censured or had disciplinary action instituted against you as a member of any profession or organization? Yes ☐ No ☐
20. Have you been denied or had revoked any licence or permit, the procurement of which required proof of good character? Yes ☐ No ☐
21. Have you made an assignment in bankruptcy or petitioned into bankruptcy, or filed a proposal to creditors? Yes ☐ No ☐
22. Are there any outstanding civil judgments against you or any actions outstanding against you that may result in a civil judgment? Yes ☐ No ☐
23. Have you at any time not obeyed any order of any court requiring you to do or abstain from doing any act? Yes ☐ No ☐
24. Is there, to your knowledge or belief, any event, circumstance, condition or matter not disclosed in your replies to the preceding questions that touches or may concern your conduct, character and reputation, and that you know is or believe might be thought to be an impediment to your admission or warrant full inquiry by the Nova Scotia Barristers' Society? Yes ☐ No ☐
25. Have you ever been refused registration as a student-at-law or Articled Clerk? Yes ☐ No ☐

If answer is yes to any question in Part C, attach relevant documents, including any court orders, with full particulars. Attach two Statements of Good Character from lawyers from the jurisdiction in which you have practised. Use prescribed form.

PART D – PRACTICE INTENTIONS

26. If admitted in Nova Scotia, do you intend to commence practising law here? Yes ☐ No ☐

27. On what date do you intend to commence practice? _____

28. With which firm or organization will you be practising (if known)? _____

Address of law firm or employer: _____

Postal code _____ Telephone _____

29. Describe the nature of your intended practice:

30. If you do not intend to practise law in Nova Scotia, state your reason(s) for requesting admission in Nova Scotia:

PART E – APPLICATION FOR PERMIT PENDING CALL TO THE BAR

If you require a permit to practise pending your anticipated call date and are a member of a reciprocating jurisdiction pursuant to the Québec Mobility Agreement, please complete the following permit application.

PLEASE NOTE: Permit applications cannot be processed until you have a confirmed job and the Nova Scotia Barristers' Society receives your Certificate(s) of Standing and confirmation of liability insurance and defalcation coverage. Until you are called to the Bar in Nova Scotia, you must maintain your practising status and liability insurance in your home jurisdiction.

I hereby apply for a permit to practise pending my call to the Bar.

Signature

PART F – EXEMPTION FROM INSURANCE IF PRACTISING LAW IN NOVA SCOTIA

Please check the application option.

- ☐ I will be employed exclusively by the Government of Canada and will not practise law in Nova Scotia outside the scope of this employment.
- ☐ I am a member in good standing of the Barreau du Québec with a current practising certificate in that jurisdiction and current professional liability insurance with coverage of at least \$1,000,000.00 per occurrence with respect to professional services I will perform in Nova Scotia. I maintain an office in Nova Scotia from which I provide legal services.

Attach a Certificate of Insurance from the Barreau du Québec.

- I am aware that the required practising fees must be received by the Nova Scotia Barristers' Society prior to my commencing practice in Nova Scotia.

AUTHORIZATION AND UNDERTAKING

I grant to the Society permission to make enquiry from any person, police authority, governing body or other organization about anything relevant to this Application for Admission as a Canadian Legal Advisor. I authorize all persons enquired of pursuant to this authorization to provide all information requested. I undertake to the Nova Scotia Barristers' Society that, if admitted in Nova Scotia, I will at all times well and truly keep and perform all of my obligations and will follow the rules and requirements of the Society. I also hereby undertake to comply with all ethical guidelines and rules governing lawyers in the Province of Nova Scotia, including the *Code of Professional Conduct*.

I understand that if approved, a Canadian Legal Advisor Licence authorizes me to:

- give a person advice with respect to the laws of Québec, the laws of Canada and public international law;
- select, draft, complete or revise a document for use in a proceeding with respect to matters concerning the laws of Canada; and
- represent a person in a proceeding before an adjudicative body with respect to matters concerning the laws of Canada.

DECLARATION OF APPLICANT

I, _____, the applicant in this Application for Admission as a Canadian Legal Advisor, DO SOLEMNLY DECLARE that the statements contained in my Application are complete and true in every respect.

AND I make this solemn declaration believing it to be true and know that it is of the same force and effect as if made under oath or solemn affirmation.

Declared before me at _____)

in the County of _____,)

Province of _____,)

this _____ day of _____, 20__)

_____)

_____)

Notary Public in and for the Province of _____)

_____, or a Commissioner)

of the Supreme Court of Nova Scotia.)

Signature of Applicant

APPLICATION FOR ADMISSION AS A CANADIAN LEGAL ADVISOR

PART 2

FITNESS

In asking the following question, the Nova Scotia Barristers' Society is seeking information pertaining to your fitness to practise law pursuant to Regulation 6.2.2 (d). The Society's obligation to protect the public interest operates alongside the lawyers' ethical obligation to respect the human dignity and worth of all persons and to treat all persons with equality and without discrimination.

To that end, the Society will endeavour to deal with issues of capacity without causing unnecessary pain and anxiety for applicants, without discouraging those who need help from seeking it and without contributing to the stigma surrounding mental health issues in particular.

In order to protect your right to privacy, the information you provide will be held in confidence, and will only be provided to the Credentials Committee where it is deemed relevant to a concern regarding your fitness to practise law, and only after you have been notified of the information to be provided to the Committee.

The practice of law is often rigorous, demanding a high level of functioning. Any circumstance that would render you incapable of practising law competently puts clients' interests at risk, and harms the profession's reputation. Having said that, the Society recognizes that everyone experiences pressures in life, and we all respond to those pressures differently. You may be quite capable of practising law competently, in spite of your past difficulties. It is the Society's goal as the governing body of the profession to determine if an applicant has an impairment that effectively disables that individual from carrying out the functions normally required of a lawyer. To this end, the Society is looking for information about conditions that you are currently experiencing and which could impair your ability to practise. The Society is not looking for information about past conditions that have been resolved and are not currently affecting your ability to complete the duties of a lawyer. You need only report **current** circumstances that could affect your ability to perform the duties of a lawyer.

The fact that you may have sought professional assistance for a problem is not a bar to enrolment. In most cases, evidence of having sought professional assistance is positive evidence, as it suggests that you are actively seeking to deal with the circumstances and take control of your life.

On behalf of the Society, LIANS operates a Lawyers' Assistance Program, which is completely confidential and open to all lawyers, their families and their staff. It is available to you upon admission to the Nova Scotia Bar. The Society actively encourages individuals to seek the education and assistance they need. The LAP can be contacted at 1 866 299 1299.

If you answer "yes" to Question 4 below, you may be asked to provide further information from a source that the Society deems appropriate.

If you would like to discuss a personal concern confidentially, please contact the Director, Education & Credentials or Administrator, Education & Credentials at 902 422 1491.

1. Full name: _____
2. Date of birth: _____
3. State any changes of name, formal or informal, or other surnames or given names you have used, and when:

4. ***In asking the following question, the Society is not concerned with issues that have been satisfactorily resolved and do not affect your present ability to practise law competently.***

Based upon your personal history, your current circumstance or any professional opinion or advice you have received, are you currently experiencing any condition that is reasonably likely to substantially impair your ability to competently practise law? Yes ☐ No ☐

5. If the answer is “yes” to (4), please provide a general description of the “impairment” that is likely to substantially impair your ability to perform the duties of a lawyer.

Depending upon your response, the Society may ask for additional information from you or another appropriate source.

Signature of Applicant

Date



Questions for Third Party Organizations

Provide links to policy where possible

1. Do you provide some information about assessment practices to applicants?

The Federation website includes extensive information on the National Committee on Accreditation (NCA) and its policies and procedures. See <http://flsc.ca/national-committee-on-accreditation-nca/>.

2. Explain how you determine the level of credential presented for assessment and describe the criteria that are applied to determine equivalency.

Please see <http://flsc.ca/national-committee-on-accreditation-nca/applying-to-the-nca/how-we-assess-your-file/>.

3. Where registration is not granted, do you provide timely decisions, responses and reasons to applicants within a reasonable time?

Once a file is ready for assessment (all documentation has been received, fees paid, etc.) it will be assessed within eight weeks. All applicants, regardless of assessment decision, are provided with detailed reasons.

4. Do you have an internal review/appeal process?

Yes, please see the last section on this page: <http://flsc.ca/national-committee-on-accreditation-nca/applying-to-the-nca/how-we-assess-your-file/>.

5. Do you provide training to individuals making assessments, decisions and/or conducting appeals?

Yes, staff are trained in assessing credentials by the Executive Director and every meeting of the committee includes training in appeals. Staff also attend relevant conferences and courses from time to time.



6. Do you have a policy to ensure that a decision-maker on an internal review / appeal was not involved in making the original decision?

Yes, see the NCA Appeal Policy in this document: <http://flsc.ca/wp-content/uploads/2018/01/NCA-Policies-Jan-2018.pdf>

7. What is your process regarding access to records related to the assessment of applicants?
All documentation provided to the NCA from third parties becomes the property of the NCA. We will provide certified copies to the applicant or law schools and law societies of these documents on request, unless explicitly prohibited by the issuing institution.

8. Do you have a policy for accommodating individuals with physical or mental disabilities?

Yes, see the Examination Accommodation section of this page: <http://flsc.ca/national-committee-on-accreditation-nca/exam-rules-and-schedules/>

9. Do you have a policy for accepting alternative information when original documentation cannot be obtained by an applicant for reasons beyond their control?

Since receiving official documents directly from the issuing institution is our primary mechanism for avoiding false and altered documents we normally do not assess documents received from other sources. This can be waived in rare situations, typically when assessing the qualifications of refugees.

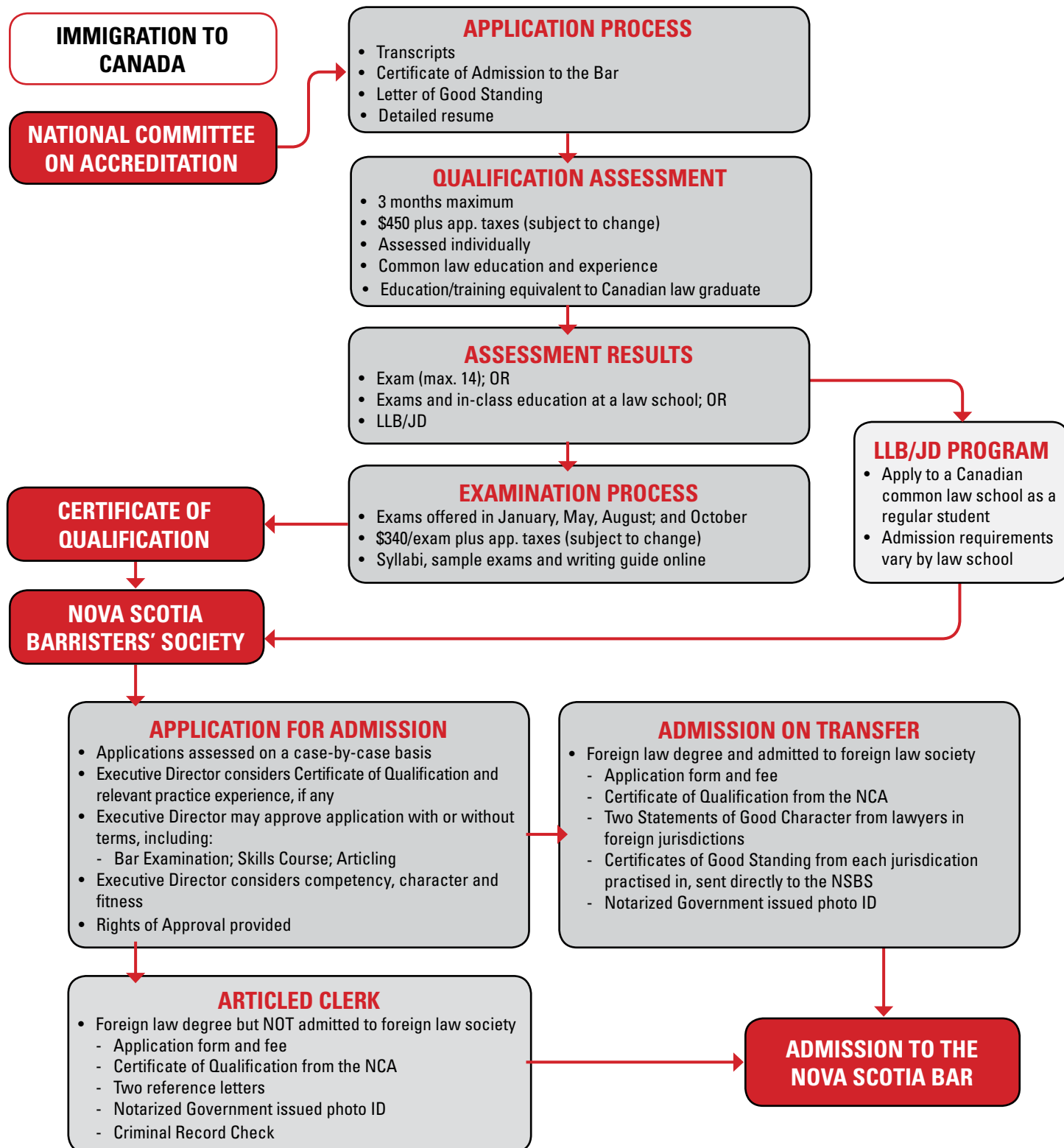
10. Do you have a policy on the language/translation requirements for documents provided by, or on behalf of, the applicant?

As noted in 9., we do not accept documents from applicants.



NOVA SCOTIA
BARRISTERS' SOCIETY

ACCREDITATION PROCESS FOR INTERNATIONALLY TRAINED LAWYERS IN NOVA SCOTIA





NOVA SCOTIA
BARRISTERS' SOCIETY

Guide for Applicants with Foreign Law Degrees

February 2018

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Guide for Applicants with Foreign Law Degrees

Applicants with a foreign law degree, who seek admission to the Nova Scotia Barristers' Society (the "Society"), fall into two scenarios:

1. Those already [admitted to a foreign Bar](#), being Applicants for Admission on Transfer; and
2. Those [not admitted to a foreign Bar](#), being Applicants for Enrolment in the Bar Admissions Course and as an Articled Clerk.

Both scenarios include Canadian citizens.

Non-Canadian Law Degree – Admitted to a Foreign Bar

Individuals who have earned their law degrees and have been admitted/called to a foreign bar will apply to be admitted to the Nova Scotia Bar using the process discussed in the following pages. In order to be eligible to apply, individuals must be entitled to be employed in Canada.

Note: You must have received the Certificate of Qualification from the National Committee on Accreditation before you can apply to the Nova Scotia Barristers' Society.

STEP ONE – APPLY TO THE NATIONAL COMMITTEE ON ACCREDITATION (NCA)

The first step in the accreditation process is for you to contact the [National Committee on Accreditation \(NCA\)](#).

What is the National Committee on Accreditation (NCA)?

The NCA has been designated as the national credential assessment organization and operates through the [Federation of Law Societies of Canada](#). The NCA verifies that internationally trained lawyers applying to work in the Canadian legal profession have an education comparable to that of a Canadian law degree (common law). The Society is not a part of the NCA.

How long will it take to complete the accreditation process?

It is best to begin the process before arriving in Canada, since it can take anywhere from one year to four or five years to complete. The length of the process will depend on many factors, such as your country and legal jurisdiction of origin, access to necessary documentation, and time available for exam preparation.

What documents will I need?

Before leaving your country, contact your university(ies) and law society (regulator of the legal profession) to inform them of the documentation you will require them to send to the Canadian accreditation bodies. You will need to provide:

- transcripts,
- Certificate of Admission to the Bar,
- Letter of Good Standing, and
- a detailed CV/resumé

Will I require further legal training?

Before completing an application form, you should contact the NCA for further information on potential Canadian educational requirements. If you are coming from a jurisdiction with little or no exposure to substantive common law, you may be required to apply for and attain an LLB or JD from a Canadian or other common law law school before being eligible to practise law in Canada. If, however, you have experience with common law systems, you may only be required to write exams or enrol in law school courses.

How do I apply?

All applications must be made through the NCA's [online application form](#). You may apply at any time throughout the year but applications cannot be assessed until ALL documentation is received and the fees have been paid.

What must I submit with my application?

1. **Academic record** – courses, grades, credits
 - a. Applicants may forward their original transcripts for pre-legal education but all documents related to legal education must be official and sent directly to the NCA from the university.
 - b. Please see NCA [website](#) and application form for more information on the difference between “original” and “official” documentation.
2. **Certificate of Admission to Bar/Council/Law Society**
Must be an official document sent from the Society.
3. **Transcript of courses or exams completed for call to the Bar/Council/Law Society**
Must be an official document sent from the Society.
4. **Letter of Good Standing from Bar/Council/Law Society**
Must be an official document sent from the Society.
5. **Detailed CV/resumé of legal work and professional experience**
This is a document detailing the tasks and responsibilities involved in your legal career. It is best to include lots of detail and information on exposure to common law systems and subjects. For more information, contact the NCA directly.
6. **Assessment fee**
This fee can be paid using a credit card.

PLEASE NOTE: You are responsible for providing certified English translations of any documents not in French or English.

How does the assessment process work?

Each application is **assessed individually against the NCA Assessment Policy** ([review the NCA's policies](#)) and any unique circumstances are taken into consideration. During the assessment process, the NCA will consider work experience obtained while working as a licensed lawyer (or barrister or solicitor, etc.) in a common law jurisdiction. They will also compare foreign legal systems to the Canadian legal system by referring to [Juri Globe](#).

The NCA considers the following when determining compatibility of an applicant's legal education and legal work experience to the Canadian legal system:

- the country and jurisdiction in which the applicant was educated;
- the recognition of the law school or law program attended by the authority for the legal profession in the jurisdiction where the law school is located;
- length of degree, subject matters studied, content of courses, academic standing, and age of legal degree;
- the length and substance of professional legal experience;
- standing at current law society, the type and level of law practised; and
- continuing legal education and development.

How long will it take to assess my application?

Applications are assessed within four to six weeks once all documentation is received.

What is a recommendation?

Recommendations are the results of the assessment of your application. The NCA will set out what, if any, additional assessments or education you will require before your legal education is comparable to a Canadian law degree (common law).

How do I interpret the results and recommendations of my assessment?

There are three categories of NCA recommendations:

1. Specific number of exams
2. Combination of exams and in-class instruction at a Canadian Common Law School
3. Requirement to complete a law degree at a Canadian Common Law School

In making its recommendation, the NCA focuses on nine core common law subjects including five mandatory Canadian subjects, in which applicants must demonstrate an understanding:

1. Foundations of Canadian Law
2. Canadian Criminal Law
3. Canadian Constitutional Law
4. Canadian Administrative Law
5. Canadian Professional Responsibility
6. Contracts
7. Torts
8. Property
9. Business Organizations

The determination of these recommendations is generally based on the legal jurisdiction of the applicant:

1. **Common Law** (e.g., England, Australia, United States, India)
 - All applicants are required to complete the five Canadian-specific common law subjects.
 - Sometimes applicants are required to take additional courses depending on experience, education and academic standing.
 - In-class participation is typically recommended only for applicants who obtained a significant portion of their education through distance learning.
2. **Mixed** (e.g., Philippines, South Africa, Sri Lanka, Israel, Scotland)
 - Assessments are based on the categorization of the country's legal system by JuriGlobe.
 - Typically five to nine exams are assigned.
 - In-class participation is typically recommended only for applicants who obtained a significant portion of their education through distance learning.
3. **Non common law** (e.g., China, Columbia, Iran, Mexico)
 - These are legal jurisdictions with very little or no exposure to common law. Considering the significant differences in interpretation and application of legal principles, the NCA requires these applicants to obtain substantial exposure to the common law typically by attending a Canadian or other common law law school.
 - Also relevant is licensure as a lawyer in a common law jurisdiction when the licensure process included substantive exams or courses.

Please note: As a province of Canada, Nova Scotia is a common law jurisdiction. Therefore, the NCA criteria are generally greater for applicants with a civil law degree than they are for applicants with a non-Canadian common law degree.

What is the examination process?

The NCA exams are offered in four sessions: January, May, August and October. All nine NCA exams are offered twice a year, in either January and August or May and October. The five Canadian mandatory subjects are offered at all four sessions.

The exams are offered in Calgary, Toronto and Vancouver, but arrangements can be made to write in other Canadian cities or internationally (normally at the applicant's expense).

The exams are similar to Canadian law school exams and are set and marked by professors across the country. Syllabi, sample exams, exam schedules and an exam-writing guide are all provided on the [NCA Examination website](#). Study materials can also be obtained through websites for international applicants.

A fee is charged for each examination.

What is a Certificate of Qualification?

Upon completion of the assigned requirements, applicants receive a "Certificate of Qualification" that declares knowledge of Canadian substantive law. With the Certification of Qualification, internationally trained lawyers can apply to their provincial or territorial law society, which regulates admission to the Bar and the legal profession in that province or territory.

In Nova Scotia, the provincial law society is the Nova Scotia Barristers' Society (NSBS, "the Society"). The Society is a self-regulated body composed of elected Council members and appointed members of the public (see the [Legal Profession Act](#) for more details). The Executive Director is employed by Council and oversees the administration of the Society.

STEP TWO – APPLY TO THE NOVA SCOTIA BARRISTERS’ SOCIETY (THE “SOCIETY”)

If you are an internationally trained lawyer who has already been admitted/called to the Bar outside of Canada, you will apply as a transfer applicant.

Note: You must receive a Certificate of Qualification from the National Committee on Accreditation before you can apply to the Nova Scotia Barristers’ Society.

How do I apply?

In order to apply, you must complete and provide the Society with the following:

1. Copy of your Certificate of Qualification
2. Application for Admission on Transfer
 - a. Transfer fee
 - b. Documentation regarding any affirmative responses in Parts B and/or C of the application, if applicable
3. Notarized copy of a government-issued photo ID
4. Current Certificate of Standing from each jurisdiction in which you are or have been licensed to practise
5. Current Certificate of Standing for each governing body of each professional organization, excluding law societies, of which you are or have been a member, if applicable
6. Two Statements of Good Character

Copy of Certificate of Qualification

The NCA will provide a copy of your Certification of Qualification directly to the Society. While dealing with the NCA, you are responsible to select where you wish to send your Certification of Qualification.

Application for Admission on Transfer

To complete the Application for Admission on Transfer, you will need to provide the following:

- your personal information
- your education history
- confirmation of your ability to work in Canada
- list of all law societies in which you are currently or were previously a member (**supported by Certificates of Standing**)
- list of all governing professional bodies, other than law societies, in which you are currently or were previously a member (**supported by Certificates of Standing**)
- your employment history, including the nature and extent of your practice/law experience
- responses to questions about your professional history and character and fitness, as well as particulars regarding any affirmative answers
- your intentions with regards to practising once you are called to the Bar
- your Application for Permit Pending Call to the Bar – this is not applicable
- your Authorization and Undertaking
- Part 2 of the Application addressing Fitness
- two Statements of Good Character

Confirmation of ability to work in Canada

If you are not a Canadian citizen or do not have Canadian landed immigrant status, please provide particulars of work permit or other authorization. (For information on immigration see Appendix D.)

Transfer fee

The [transfer fees](#) can be found on the Society's website. To find the fees for the transfer application on the fee schedule look under Other Fees, then under the heading **transfer from another law society**, and then at application fee.

Particulars of any affirmative responses

If you answer "yes" to any of questions 11 to 15 in Part B or any question in Part C, you will need to provide further details. It is important to provide as many details as possible.

What happens if I answer 'yes' to any of the "good character" or "professional history" questions in my application?

If you answer "yes" to any of the "good character" or "professional history" questions, you will need to attach all relevant information regarding the circumstances and outline the steps you took to resolve the situation.

Education & Credentials staff will contact you if additional information is required. Not all affirmative responses are determined to raise issues of good character; however, if there is a concern, the application will be referred to the Credentials Committee. Failure to disclose necessary information can result in the refusal of your application. Therefore, when in doubt, it is best to disclose. Any contact with the law, any credit problems/ bankruptcies, discharge from employment, or academic suspension/ dishonesty should be fully disclosed.

What is the role of the Credentials Committee?

The [Credentials Committee](#) is a regulatory committee of the Society. Part of its mandate is to set policies relating to the credentialing process and to investigate matters of character and fitness.

What if character and fitness are issues in my application?

Should the Executive Director determine that character and/or fitness are issues in an application for admission on transfer, the matter is referred to the Credentials Committee for an initial decision. The Committee has the right to request that the Executive Director conduct an investigation into the matter before a decision is made. The Committee has the option of ordering an investigation, approving the application or denying the application with reasons. If the application is denied, the applicant can request a review of the decision by way of a Credentials Inquiry.

What is a Credentials Inquiry?

If an applicant requests a review of the Credentials Committee decision, a panel is struck to hold a hearing into the applicant's character and fitness. The inquiry follows the same rules as those used for public hearings in the Professional Responsibility realm. The applicant is entitled to be represented, as is the Society. Witnesses are called by both sides and the Hearing Panel makes a decision based on the evidence.

Credentials Committee policies

- [Policy on internal review by Credentials Subcommittee of Executive Director decisions](#)
- [Credentials Committee - Policy on special meeting criteria](#)
- [Policy on Appeals to Credentials Appeal Panel of Credentials Committee Decisions](#)
- [Policy on Credentials Committee admissions decisions on applications referred by Executive Director](#)

Notarized copy of government-issued photo ID

You must include in your application a photocopy of a government-issued photo ID (such as a passport or driver's licence), which has been notarized by a notary public. In addition to signing, dating and sealing the document, the notary should indicate that it is a true copy of the original and compare the original and the photocopy to confirm they are identical.

Please be sure that the notary and the Society can clearly see your photo and any other information on the photocopy.

Certificates of Standing from law societies

A certificate of standing confirms your membership in a law society as well as providing information about any discipline or competency proceedings, practice restrictions and other information. A certificate of standing must be provided directly to the Society by each jurisdiction in which you are, or have ever been, licensed to practise law.

Certificates of Standing from professional organizations other than law societies

If you are or have been a member of a regulated profession, such as a nurse, engineer or accountant, you will need to provide certificate(s) of standing from those organizations. A certificate of standing confirms your membership in the profession as well as providing information about any discipline or competency proceedings, practice restrictions and other information. A certificate of standing must be provided directly to the Society by each organization in which you are, or have ever been, a member.

Statements of Good Character

Your application needs to include two statements of good character. The application includes the form for these statements and should be completed by a lawyer who has worked with you, has known you for at least two years and is able speak to your good character. The statements of good character should be returned directly to Society by the individual completing them. They may be returned via email or fax.

How long will it take to process my application?

We strive to process complete applications with no public interest issues within two weeks. Timelines may be extended during periods of high application volume, particularly from April 1 to July 15. See [***Policy on Timelines***](#). *Applications with character or fitness issues must be referred to the Credentials Committee.*

What considerations will be made when processing my application?

Each application is assessed on a case-by-case basis by the Society's Executive Director and the Education & Credentials department. The Society will consider relevant practice experience, competency, character and fitness when determining whether to approve a transfer application. The application may be approved with or without conditions.

What types of conditions might be attached to my application?

The Executive Director may approve a transfer application with or without conditions. All applicants will be required to complete the [**Bar Examination**](#). There may also be a requirement to take all or a portion of the Skills Course or to work under a period of supervision.

How will I find out the results of my review?

Once your Application for Admission on Transfer has been reviewed and approved, you will receive an email with an attachment called "ruling letter" confirming your approval. This letter will outline any important dates, your personal login credentials for our website, and information regarding any conditions you must complete.

Related policies

The following policies apply to Applications for Admission on Transfer:

- [**Procedure regarding an affirmative answer to the fitness question on the Nova Scotia Barristers' Society application forms**](#)
- [**Policy on applications for transfer from a jurisdiction outside Canada**](#)
- [**Policy on education plans for transfer applicants**](#)
- [**Policy on decision making in the public interest**](#)

STEP THREE – COMPLETE CONDITIONS

The approval of your application for admission on transfer may include conditions. All applicants must successfully complete the Bar Examination. You will be required to pay the foreign transfer exam fee for the Bar Examination. (See [Fees](#) – Other Fees, Foreign Transfer exam fees). Other common conditions are to successfully complete the Practice Management Module or to work under supervision. If you are required to complete any portion of the Skills Course, you will be advised about the related fee.

The Bar Exam

The Bar Exam is offered twice a year; once in January and once in July. The purpose of the Bar Exam is not to test your knowledge of specific case law or statutes but to determine if you meet the base level of competency for entry into the practice of law in Nova Scotia. The exam tests your ability to identify legal issues, analyze those issues by applying the facts to the law and reach a conclusion.

The Bar Exam covers 14 areas of law:

- Aboriginal law
- Administrative law
- Business organizations
- Civil trial procedure
- *Code of Professional Conduct*
- Commercial transactions
- Constitutional law
- Contract law
- Criminal law
- Evidence
- Family law
- Real estate
- Torts
- Wills and probate

To assist you in preparing for the exam, the Society posts a set of [Bar Review Materials](#) on our website. These materials are an outline for the concepts in each of the above listed areas of law. The materials are reviewed and revised annually and posted on May 1 of each year.

As the materials are only an overview, if you are unfamiliar with an area of law or find an area particularly difficult, you should seek out further resource materials (e.g., textbooks) or find a mentor to assist you.

Preparing for the Exam

You should give yourself plenty of time to prepare for the exam. In addition to the Bar Review Materials, we also post [sample exams](#) on our website that you may wish to use to assist you in your preparation. Please keep in mind that the sample answers are not perfect answers but will provide you with a good idea of what a passing answer should include.

We also offer a virtual [exam writing seminar](#) on our website. The seminar provides general information about the structure of the exam, a review of the method for answering questions and suggestions for preparing for the exam and writing it. Should you have any questions after viewing the virtual seminar, please [contact](#) one of the Officers, Education & Credentials and we would be happy to address them for you.

Writing the Exam

The Nova Scotia Bar Examination is closed book. No books, tablets, paper or personal items may be left on your desk. The exam consists of 12 questions and is written over two days in four sessions – two sessions in the morning and two sessions in the afternoon. Each session is two hours and 15 minutes long and includes three questions. Questions are not topic specific and could cover multiple areas of law.

You are given 64 lines to write your answer for each question and must complete your answers on the given lines. You are not permitted to write in the margins or “double up” on lines by writing in the blank space. While you are not required to quote case law or statutes, you do need to set out general legal principles. Given the limited space for your response, it is important to be organized and to avoid wasting space on extraneous issues.

Results

The results for the Bar Exam are pass/fail and not a numerical score. You will be able to access your result in the Articled Clerk's eCommunity of the Nova Scotia Barristers' Society website (see [Appendix F](#) – How to View your "Report Card" or Grades).

Marks for the January exam are normally released the first Thursday of April, while the July exam marks are normally posted the first Thursday of October. These dates may change in exceptional circumstances and if that is the case you will be notified of any change via email. If you are required to complete a period of supervision, your Supervising Lawyer will also receive your exam results one week after posting.

What if I fail?

If after reviewing your grade you find you have failed the exam, you should contact the Education & Credentials department at the Society for your exam package. The package will include your exam, your marks for each question, a memo about common exam writing mistakes, a set of sample answers and the policy on exam remarking. You will also be offered an opportunity to meet with Education & Credentials staff to review a question or two of your exam and obtain some assistance on how to improve your performance for the next sitting. There is no charge for this meeting and it usually lasts about an hour.

If you wish to have your exam remarked, you will have 30 business days from the date the grades are posted to request this and pay the remarking fee. The remarking is conducted by a trained group of Bar Examiners who do not receive your initial marks and instead remark the questions you have failed as if they had not been previously scored.

The remarking process is as follows:

1. Lawyers who have agreed to review exams (or "Bar Examiners") review the answers to each question you have failed.
2. The Bar Examiners meet as a group to review their marking of your exam and finalize their results.
3. Your grade may increase or decrease.
4. There is no ability to appeal a remarking.
5. The Bar Examiners' mark is the final grade.

If your remarking results in you obtaining a passing grade, your remarking fee will be refunded.

If you decide not to have your exam remarked or the remarking does not result in a passing score, you are able to rewrite the exam at the next sitting. You may attempt to rewrite the exam two times. Additional attempts may only be made with the permission of the Director, Education & Credentials.

You should review the following policies related to the Bar Examination:

- [Policy on applicant identification and release of grades](#)
- [Policy on invigilation of the Bar Examination](#)
- [Policy on remarking of Bar Examination](#)
- [Policy on rewriting the Bar Examination](#)
- [Policy on use of language dictionary](#)
- [Policy on writing at a location outside Halifax](#) – *Please note, there is a fee for writing offsite.*
- [Policy regarding accommodation during the Bar Admission Course](#)

Skills Course

As part of your conditions, you may be asked to complete all or part of the Skills Course. The most frequent condition is completion of the Practice Management and Client Relationship Management Modules. The Skills Course is a portion of the Bar Admissions Course and was established as the means for the Society to determine that those who successfully complete the course possess the required level of competence for a new lawyer. If you are required to complete any portion(s) of the Skills Course, you will be advised of the particular fees by staff.

For more information on the Skills Course, see the [Articling Handbook](#).

Practice Management

The Practice Management module is an evaluative module hosted on the Canadian Centre for Professional Legal Education (CPLED) [website](#). The model consists of three units. Units 1 and 2 include a number of readings, assignments and short quizzes meant to assist you in evaluating your understanding of the principles of practice management. You will have four weeks to review the content, then Unit 3, the Competency Evaluation, will open. The Competency Evaluation will be open for 10 days.

Please note: You will be issued a specific CPLED username and password.

The Unit 3 Competency Evaluation is an online examination consisting of multiple choice and short answer questions. The evaluation is open book. You will have four hours in which to complete the examination and it must be completed in a single sitting. The evaluation must also be supervised by an approved invigilator. The Practice Management Competency Evaluation Protocol and Assessment Criteria can be found in the introduction to the module.

It is up to you to find an invigilator. The invigilator may be a lawyer or someone in your office. This individual must be able to observe you throughout your writing of the competency evaluation. In the rare circumstance that you are unable to locate an invigilator, you may contact Education & Credentials and arrange to write the evaluation at our offices. The invigilator's form, found in the table of contents for the course, will need to be completed and returned to Education & Credentials twice. The timing for submitting the form is as follows:

Prior to completing the competence evaluation – Sections 1, 2 (if necessary) and the first portion of section 3 (up to and including Competency Evaluation Location (Address)) of the Competency Evaluation Administration form should be completed. The invigilator must also sign the bottom of the form. This will allow us to confirm you have arranged for an invigilator and confirm they are approved to invigilate.

After you complete the Competency Evaluation – The invigilator will complete the balance of section 3 (Commencement and Completion times and Invigilation Report). This will confirm the evaluation was completed without any irregularities, or will allow us to assess any irregularities if they arose.

In the event you do not pass the Competency Evaluation, you will be contacted to complete a supplemental evaluation. Prior to this supplemental evaluation, you will be provided with feedback and a copy of the assessment criteria to assist you in addressing issues with any relevant skills. Further information on this will be provided to you as necessary.

Client Relationship Management

The Client Relationship Management module is an evaluative module hosted on the Canadian Centre for Professional Legal Education (CPLED) [website](#). The module consists of three units. Units 1 and 2 include a number of readings, assignments and short quizzes meant to assist you in evaluating your understanding of the reading materials. You will have four weeks to review the content, then Unit 3, the Competency Evaluation, will open. The Competency Evaluation will be open for 10 days.

Please note: You will be issued a specific CPLED username and password.

The Unit 3 Competency Evaluation is an online examination consisting of multiple choice and short answer questions. The evaluation is open book. You will have four hours in which to complete the examination and it must be completed in a single sitting. The evaluation must also be supervised by an approved invigilator. The Client Relationship Management Competency Evaluation Protocol and Assessment Criteria can be found in the introduction to the module.

It is up to you to find an invigilator. The invigilator may be a lawyer or someone in your office. This individual must be able to observe you throughout your writing of the competency evaluation. In the rare circumstance that you are unable to locate an invigilator, you may contact Education & Credentials and arrange to write the evaluation at our offices. The invigilator's form, found in the table of contents for the course, will need to be completed and returned to Education & Credentials twice. The timing for submitting the form is as follows:

Prior to completing the competence evaluation – Sections 1, 2 (if necessary) and the first portion of section 3 (up to and including Competency Evaluation Location (Address)) of the Competency Evaluation Administration form should be completed. The invigilator must also sign the bottom of the form. This will

allow us to confirm you have arranged for an invigilator and confirm they are approved to invigilate.

After you complete the Competency Evaluation – The invigilator will complete the balance of section 3 (Commencement and Completion times and Invigilation Report). This will confirm the evaluation was completed without any irregularities, or will allow us to assess any irregularities if they arose.

In the event you do not pass the Competency Evaluation, you will be contacted to complete a supplemental evaluation. Prior to this supplemental evaluation, you will be provided with feedback and a copy of the assessment criteria to assist you in addressing issues with any relevant skills. Further information on this will be provided to you as necessary.

Grades

Like the Bar Exam, the evaluations are marked on a pass/fail basis. The results of each evaluation are normally posted within two weeks after the completion of your session.

For directions on accessing your grades, see Appendix F – [How to View your “Report Card” or Grades](#).

For further technical information regarding the CPLED platform, see the [CPLED portion](#) of Appendix F.

Articling

A further condition may be the requirement to complete a period of articles. Articling is a period of experiential learning meant to assist in the transition to the practice of law in Nova Scotia. An applicant's work must be supervised by other lawyers, who provide constructive feedback and assist them in learning legal practice and client management skills. Articles must be completed in the province of Nova Scotia.

STEP FOUR – ADMISSION TO THE BAR

In order to be called to the Bar, you must have successfully completed the conditions set out in your ruling letter and pay any required fees.

Contents of the Bar Admissions Package

Information Regarding Employment/Trust Accounts

This form is used to obtain up-to-date contact and employment information for the Society database. In addition, line item (2) indicates how you would like your scroll to read. You are welcome to record any city that you identify with; hometown or otherwise. **Scrolls will be printed in English unless otherwise requested.** Only one scroll is issued per applicant.

Oath on Admission

You are required to either swear *or* affirm the Oath on Admission at the ceremony; it is optional to either swear or affirm the Oath of Allegiance. Templates are provided for English, French and Mi'kmaq; however, every applicant must first take the Oath on Admission in either English or French.

Applicants wishing to take the Oath in another language should advise the Society upon receiving the admissions package. The Society will arrange for the oath to be translated by an official translator. The applicant is responsible for any fee associated with the official translation of this document.

In order to complete the oath form, you will need to insert your name in the appropriate space(s) and return the document to the Society for filing. You are not required to memorize the Oath – a hard copy will be provided to you at the ceremony.

If you choose to swear your Oath and would like to use a book other than the Bible, please advise the Society **as soon as possible**.

Biography

A short biography is required for Society records and for document filing at the Law Courts. A condensed version of your biography will be read aloud prior to you swearing or affirming the Oath(s). A template setting out the standard content for the biography will be provided.

Notary Application

Included in the Bar Admissions Package is the Notary Application. This form must be completed and returned to the Society. The Notary appointments are administered by the Department of Justice and cannot be made until you are a member of the Bar. The Society will forward your completed application to the Department of Justice after the call. It normally takes 5-6 weeks once the applications are sent before your Notary scroll will be received. **You are not permitted to sign as a notary until you have your Notary scroll.**

Payment of fees

In order to be called, you will need to pay three fees: the Bar Admission fee, the Notary Application fee and the Prothonotary's fee. See [Our Fee Schedule](#).

Order

Based on the information you provide in the Bar Admissions Package, Education & Credentials staff will prepare any necessary court documentation on your behalf to support your call to the Bar, including an Order for the judge to grant during the Call ceremony. You are no longer required to provide your own Order.

NOTE: All of the above documents must be filed at least 4-5 weeks before your anticipated Call date.

Attire

For your Call, you must be fully gowned (waistcoat, robe, wing collar shirt, tabs, black or dark grey trousers or skirt, black shoes). Gowns may be obtained in the Halifax area at [Colwell's](#) (tel: (902) 420-1222) or [Duggers](#) (tel: (902) 425-2525). Be sure to give yourself plenty of time to place your order and have it delivered. If you are borrowing a gown, please ensure that you have not borrowed a QC gown.

Please note that the Society does not provide or rent gowns.

The Bar Admission Ceremony

All [ceremonies](#), except the large call in June, are held at The Law Courts, 1815 Upper Water Street, Halifax, Nova Scotia. The ceremony begins with the entrance of the Presiding Justice. Everyone will rise and Court is formally opened. When the Presiding Justice sits down, then everyone else is seated. Applicants are then called alphabetically. When you are called, you will rise. The Presenting Officer will read your biography and then move for your admission. At this time you will recite the Oath/Affirmation of Admission and optionally, the Oath/Affirmation of Allegiance. You will stay standing until the Justice grants your order. At that time, you will thank the Court and sit down.

This process will continue until all applicants have been called, following which the Presiding Justice will deliver a short address. When the address is complete the Justice will rise, the Court Clerk will ask everyone to rise, and the Court will be formally closed.

NOTE: Photographs will be permitted at the discretion of the Presiding Justice as long as they do not interfere with the proceedings.

Signing the Roll of Lawyers

In order to complete your admittance into the Bar, it is necessary for you to sign the Roll of Lawyers. The Roll will be available to be signed after the Ceremony is complete. After signing the Roll, you will receive your Admission scroll. **Be sure to sign the roll of lawyers before leaving.**

Related policies

Policies related to the admission to the Bar are listed below:

- [Policy on timelines](#)
- [Procedure for the Bar Admission Ceremony](#)

STEP FIVE – AFTER YOU ARE ADMITTED

The fees you pay for the Call to the Bar include payment of your Society membership fee as a practising and insured member until the end of the month in which you are called. Should you wish to change your membership category, you will want to do so before the end of that month. As this can take time, be sure to request the change at least two weeks ahead of the date on which you want the change to be effective. Please keep in mind, during busier times of the year it can take longer to process requests.

Membership categories

These are the membership categories that apply to newly called lawyers:

Practising Lawyer – A lawyer permitted to practise law (as defined in Section 16 of the [Legal Profession Act](#)) in Nova Scotia as defined by [regulation 5.3.3](#).

Non-Practising Member – An admitted member who is not currently entitled to practise law in Nova Scotia. The forms necessary to change your category can be found on the Society website.

- [Application for Change of Category – from Practising](#)
- [Application for Change of Category – to Practising](#)

For more information, see [Changing categories](#) in the [Membership](#) section of the website.

No matter what your employment status or membership category, you should ensure the Society has up-to-date contact information for you. You can complete the [Contact Changes form](#) online.

NOTE: If you change employment, you should [contact](#) the Officer, Database Administration to update your information.

Notary public

Included in your package for the Call to the Bar was an application to become a Notary Public. These applications were forwarded to the Department of Justice for processing once the Call to the Bar was completed. You should expect to receive your Notary scroll five to six weeks after your Call, at minimum. **You are not permitted to sign as a Notary until you have received your scroll.**

Stamps and seals

The Society does not provide stamps or seals. These can be purchased from many business supply companies.

Professional development

The Society encourages and requires a culture of continual learning within Nova Scotia's legal profession. Protection of the public is the Society's core purpose in establishing standards for professional responsibility and ongoing competence of lawyers in an increasingly complex world.

All practising lawyers are required to complete and implement an annual professional development plan, and report that they have done so in their Annual Lawyer Report. The Society also recommends (as it has since 2006) that lawyers engage in at least 50 hours of self-learning/self-study annually in addition to the mandatory [CPD Requirement](#).

The Society provides ongoing notices and information about CPD resources but does not accredit programs. Visit the [Upcoming events](#) page or the [Events calendar](#) for upcoming conferences, seminars, webinars and other offerings.

Details on [how to create a plan](#) can be found on the Society website.

Trust accounts

If you want to open your own trust account, it is necessary for you to take the trust account assessment. You may also wish to take the assessment if you are a signatory on a Trust Account. You will need to [contact](#) the Administrator, Education & Credentials to arrange to take the assessment.

Land Registration Act

Lawyers interested in practising property law need to pass the Land Registry Qualification Assessment. Registration and other details can be found on the [Online LRA Qualification Assessment](#) webpage.

Opening your own practice

If you are interested in opening your own law firm, find more information here:

- [Opening a new practice](#), on the Society's website
- [Opening a law office](#), on the LIANS website

Non-Canadian Law Degree – Not Admitted to A Foreign Bar

Individuals have earned their law degree and have NOT been admitted/called to a foreign Bar. They must be lawfully entitled to be employed in Canada. It will be necessary for them to obtain an articling position in Nova Scotia and to complete the Bar Admission Course.

Note: You must receive a Certificate of Qualification from the National Committee on Accreditation before you can apply to the Nova Scotia Barristers' Society.

Step One – Apply to the National Committee on Accreditation (NCA)

The particulars of [how to apply to the NCA](#) are set out starting on page 4 of this Guide.

Step Two – Apply to be an articulated clerk

The Society's [Articling Handbook](#) provides a full overview of the articling process, from completing the application to being admitted to the Bar. Please refer to the Handbook for this stage of the process.

Step Three – Complete Bar Admissions Course

Information about the Bar Admission Course, including the Bar Examination and Skills Course, can be found in the [Articling Handbook](#). Please refer to the Handbook for further details.

Step Four – Admission to the Bar

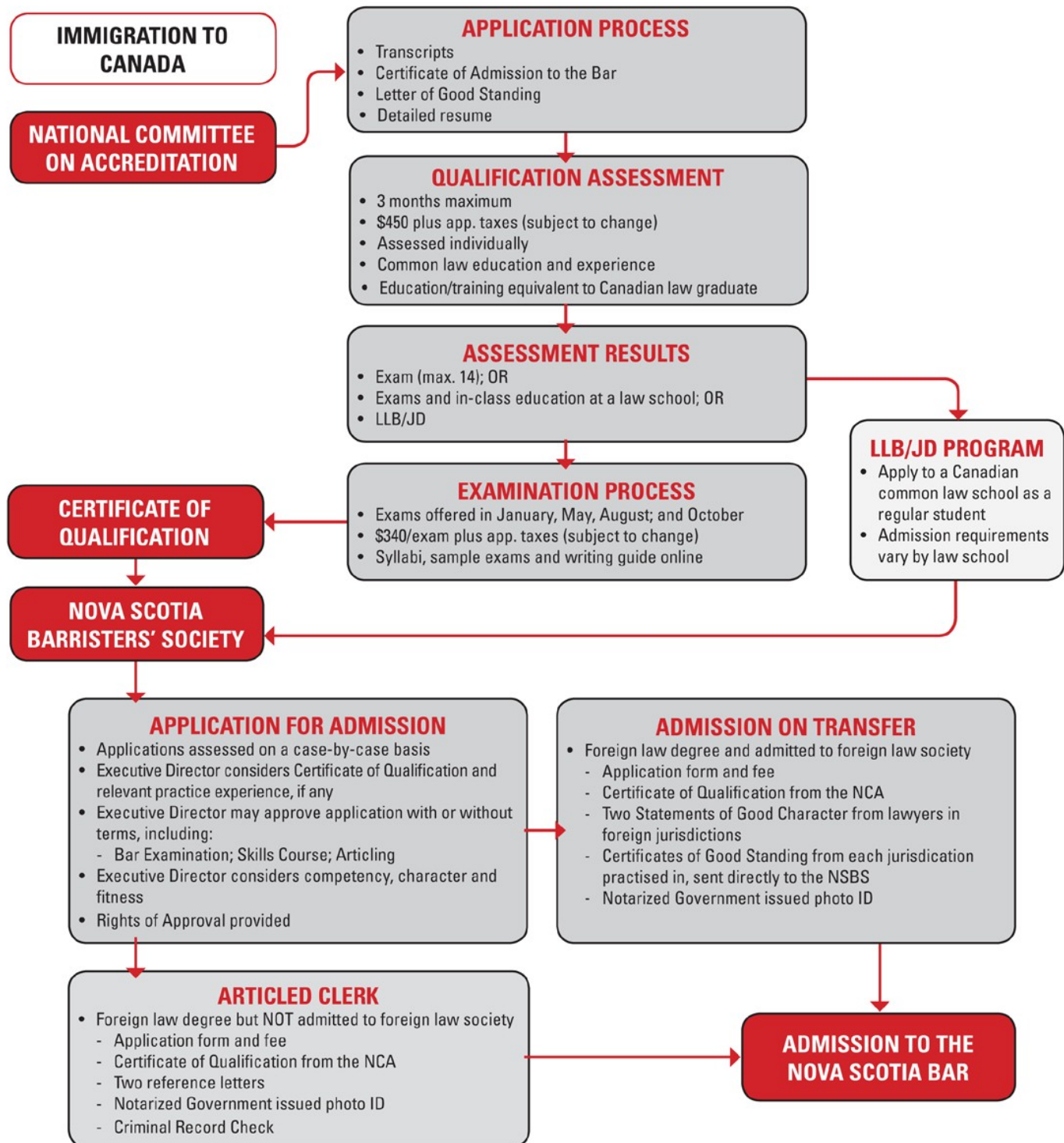
The process for admission to the Bar follows the steps set out in the [Admission to the Bar](#) section of this Guide.

Step Five – After you are admitted

Information and resources for lawyers following admission to the Bar can be found in the [After you are Admitted](#) section of this Guide.

Appendix A – Internationally Trained Lawyers Pathway Diagram

ACCREDITATION PROCESS FOR INTERNATIONALLY TRAINED LAWYERS IN NOVA SCOTIA



Appendix B – Checklist: Applicants already admitted to a foreign Bar

Note: Applicants must receive their Certificate of Qualification from the National Committee on Accreditation before they can apply to the Nova Scotia Barristers' Society.

Step One – Apply to the National Committee on Accreditation (NCA)

- ☐ Complete online application
- ☐ Submit detailed curriculum vitae/resumé
- ☐ Submit original final academic transcripts of pre-law post-secondary education
- ☐ Submit original copy of final academic transcripts of law education (**submitted by institution**)
- ☐ Submit licence(s) or certificate(s) (or equivalent) issued by regulatory authority of any jurisdiction(s) where licensed to practise law, *if applicable* (**submitted by regulatory authority**)
- ☐ Submit official documentation of membership in good standing from the regulatory authority (or authorities) in the jurisdiction(s) where licensed to practise law, *if applicable* (**submitted by regulatory authority**)
- ☐ Submit official copies of transcripts of any courses or examinations required by the regulatory authority (or authorities) that govern(s) the applicant's admission to the practice of law, *if applicable* (**submitted by regulatory authority**)
- ☐ Submit assessment fee
- ☐ Complete recommendations
 - ☐ Exams
 - ☐ Additional legal training
- ☐ Receive Certificate of Qualification

Step Two – Apply to the Nova Scotia Barristers' Society as an Applicant for Admission on Transfer

- ☐ Provide copy of Certificate of Qualification
- ☐ Complete Application for Admission on Transfer
 - ☐ Pay transfer fee
 - ☐ Provide particulars of affirmative answers in Part B and/or C, *if applicable*
- ☐ Provide confirmation of ability to work in Canada
- ☐ Provide copy of notarized government-issued photo ID
- ☐ Provide Certificate(s) of Standing **from law societies** where you are or have been practising (**to be submitted directly to the Society by the law society**)
- ☐ Provide Certificate(s) of Standing **from other professional organizations** to which you have been or are a member, *if applicable* (**submitted directly to the Society by the organization**)
- ☐ Provide two Statements of Good Character (**to be submitted directly to the Society by individuals completing the statements**)

Step Three – Complete conditions

PLEASE NOTE: this list includes all of the common conditions you *may* be required to complete. Your ruling letter will set out which of these conditions you are required to complete.

- ☐ Complete conditions
 - ☐ Bar Examination (you will need to pay the related fee)
 - ☐ Skills Course (**you will be advised of the related fee based on your conditions**)
 - ☐ Interviewing
 - ☐ Negotiation
 - ☐ Oral Advocacy
 - ☐ Legal Writing
 - ☐ Legal Drafting
 - ☐ Practice Management
 - ☐ Period of supervision
 - ☐ Other: _____

Step Four – Admission to the Bar

Complete and return the following:

- ☐ Information regarding employment/trust accounts
- ☐ Oath on Admission (**be sure to request translation, if needed**)
- ☐ Oath of Allegiance, *if applicable*
- ☐ Biography
- ☐ Notary Application
- ☐ Fees
- ☐ Arrange attire for ceremony
- ☐ Attend ceremony
- ☐ Sign Roll of Lawyers
- ☐ Receive Admission Scroll
- ☐ Receive Notary Scroll

Step Five – After you are admitted

- ☐ Review membership category
- ☐ Update employment information with Society, *if needed*
- ☐ Order stamps and seals (**these are not provided by or ordered through the Society**)
- ☐ Create annual professional development plan
- ☐ Complete Trust Account Assessment, *if applicable*
- ☐ Complete Land Registration Qualification Assessment, *if applicable*
- ☐ Review materials on opening a firm, *if applicable*

Appendix C – Checklist: Applicants not admitted to a foreign Bar

Note: Applicants must receive their Certificate of Qualification from the National Committee on Accreditation before they can apply to the Nova Scotia Barristers' Society.

Step One – Apply to the NATIONAL Committee on Accreditation (NCA)

- ☐ Complete online application
- ☐ Submit detailed curriculum vitae/resumé
- ☐ Submit original final academic transcripts of pre-law post-secondary education
- ☐ Submit original copy of final academic transcripts of law education (**submitted by institution**)
- ☐ Submit licence(s) or certificate(s) (or equivalent) issued by regulatory authority of any jurisdiction(s) where licensed to practise law, *if applicable* (**submitted by regulatory authority**)
- ☐ Submit official documentation of membership in good standing from the regulatory authority (or authorities) in the jurisdiction(s) where licensed to practise law, *if applicable* (**submitted by regulatory authority**)
- ☐ Submit official copies of transcripts of any courses or examinations required by the regulatory authority (or authorities) that govern(s) the applicant's admission to the practice of law, *if applicable* (**submitted by regulatory authority**)
- ☐ Submit assessment fee
- ☐ Complete recommendations
 - ☐ Exams
 - ☐ Additional legal training
- ☐ Receive Certificate of Qualification

Step Two – Apply to the Nova Scotia Barristers' Society to be an articled clerk

- ☐ Locate articling position
- ☐ Review [Articling Handbook](#)

Complete and submit the following:

CLERK ([Articling Application Form](#))

- ☐ Applicant's Questionnaire Part 1
- ☐ Skills Course/Bar Exam selection
- ☐ Skills Course Program Agreement
- ☐ Equity/Diversity Form, *optional*
- ☐ Particulars of any affirmative answers in Applicant's Questionnaire Part 1
- ☐ Applicant's Questionnaire Part 2 (**to be submitted separately from Part 1**)
- ☐ Criminal record check
- ☐ Notarized copy of government-issued photo ID

- ☐ Authorization to work in Canada, *if applicable*
- ☐ Certificate of Qualification
- ☐ Two reference letters (**to be submitted directly to the Society by the referees**)
- ☐ Proof of English proficiency, *if applicable*
- ☐ Articling Plan (*to be completed in conjunction with Principal*)
- ☐ Articling Agreement (*to be completed in conjunction with Principal*)
- ☐ Education Plan (*to be completed in conjunction with Principal*)
- ☐ Fees

PRINCIPAL

- ☐ Principal Application (individual or firm)
- ☐ Articling Agreement (*completed in conjunction with Clerk*)
- ☐ Articling Plan (*completed in conjunction with Clerk*)
- ☐ Education Plan (*completed in conjunction with Clerk*)

Step Three – Complete Bar Admissions Course

- ☐ Bar Examination
- ☐ Skills Course
 - ☐ In person
 - ☐ Interviewing
 - ☐ Negotiation
 - ☐ Oral Advocacy
 - ☐ Online
 - ☐ Practice Management
 - ☐ Legal Writing
 - ☐ Legal Drafting

Step Four – Admission to the Bar

Complete and return the following:

- ☐ Information regarding employment/trust accounts
- ☐ Oath on Admission (**be sure to request translation, if needed**)
- ☐ Oath of Allegiance, *if applicable*
- ☐ Biography
- ☐ Notary application

- ☐ Fees
- ☐ Arrange attire for ceremony
- ☐ Attend ceremony
- ☐ Sign Roll of Lawyers
- ☐ Receive Admission Scroll
- ☐ Receive Notary Scroll

Step Five – After you are admitted

- ☐ Review membership category
- ☐ Update employment information with Society, *if needed*
- ☐ Order stamps and seals (**these are not provided by or ordered through the Society**)
- ☐ Create annual professional development plan
- ☐ Complete Trust Account Assessment, *if applicable*
- ☐ Complete Land Registration Qualification Assessment, *if applicable*
- ☐ Review materials on opening a firm, *if applicable*

Appendix D – Immigration information

The NCA and NSBS have no role in the immigration process in Canada. For further information on this topic, please visit the following websites:

- Immigration, Refugees and Citizenship Canada www.cic.gc.ca
- Nova Scotia Office of Immigration <http://novascotiaimmigration.com>
- Immigrant Services Association of Nova Scotia (ISANS) <http://www.isans.ca>
- Find out about immigrating through the Nova Scotia Nominee Program (NSNP) by reviewing the Nova Scotia Office of Immigration website: www.novascotiaimmigration.ca
- Read about federal immigration programs, find out whether you are eligible and download application forms at: www.cic.gc.ca/english/immigrate/index.asp
- Once you are approved to immigrate, ISANS can provide additional programs and services to help with employment, language learning and general settlement in the province of Nova Scotia. You can start these programs before you arrive.
- Pre-arrival? Register online at: www.novascotiastart.ca.
- Already in Nova Scotia? Register at: www.isans.ca.

Appendix E – Finding employment

ABOUT THE LABOUR MARKET

To explore the demand for lawyers & related careers in Nova Scotia visit these websites:

- www.careers.novascotia.ca/searchjobprofiles
- www.careers.novascotia.ca/ns-labourmarket

RESUMÉS

To prepare a resumé that meets Canadian standards, look at the following resource. It is important to include details about your education and work experience, but do not include personal information about your age, marital status, family, religion, etc. Canadian resumé also do not include photos. <http://careers.novascotia.ca/resumes>

FINDING EMPLOYMENT

To immigrate to Canada as a Skilled Worker or to enter as a Temporary Foreign Worker, you often need to have an “arranged job offer”. These links may help you find potential employers in Nova Scotia: www.jobbank.gc.ca and www.careerbeacon.com. In Canada, lawyers often work in positions outside the practice of law. On the next page, see a list of alternative careers for lawyers.

ARE YOU AN INTERNATIONALLY TRAINED LAWYER INTERESTED IN CONNECTING WITH A LEGAL WORKPLACE IN NOVA SCOTIA?

- [Observership Program poster](#)
- [ITL Observership Pilot Program – Final report \(May 2014\)](#)

To connect to a legal workplace in Nova Scotia, please contact the Observership Program Coordinator, Emma Halpern at ehalpern@nsbs.org.

- [Working in your field > lawyers](#): This page offers a professional self-assessment tool and other useful suggestions and links for internationally trained lawyers.
- [Career Pathway Loan Fund](#): A community-based partnership that provides support services for internationally trained workers to overcome financial barriers in the foreign credential recognition process, and to assist them in their return to work.

INTERNATIONALLY TRAINED LAWYERS GROUP

External to the Society, the Internationally Trained Lawyers Group seeks to provide the support and leadership necessary to address challenges that internationally trained lawyers may face as they integrate into the Nova Scotia community and beyond, and to promote solutions that the group proposes.

For more information about the group, please contact **Godfred Chongatera** at gchongatera@mkjustice.ca.

Alternative careers for lawyers

Here are just a few ideas to explore. Some will require further training but they would all build on the skills and competencies you have as a lawyer.

- Bylaw enforcement
- Community legal worker
- Legal aid assistant
- Paralegal
- Court administrator
- Court and tribunal agent
- Legal researcher
- Police officer
- Probation or parole officer
- Occupational health & safety officer
- Private investigator
- Customs Inspector
- Regulatory body administrator
- Insurance adjuster
- Insurance agent
- Insurance fraud investigator
- Risk manager
- Industrial relations manager
- Policy analyst
- Land Law Examiner/Title Examiner
- Zoning administrator
- Human rights administrator
- Employment equity consultant
- Employee Benefit Plan specialist
- Employee Disability Program coordinator
- Personnel management specialist
- Retirement system administrator
- Immigration consultant
- Mediation / Dispute Resolution
- Mortgage specialist
- Labour relations manager
- Union business representative

Appendix F – Technical information

NOVA SCOTIA BARRISTERS' SOCIETY WEBSITE

How to log into the eCommunity

1. Go to the bottom of the [NSBS homepage](#).
2. Click on "Member Login".
You will be directed to a page that says "Welcome to the Member Login portion of the Nova Scotia Barristers' Society website".
3. Click on the "Log On" link in the upper right-hand corner of the page.
4. Enter your username and password.

(This is your NSBS username and password that you received in your ruling letter, NOT your CPLED username and password.)

How to access the Resource Library for the Skills Course

1. Log into the eCommunity.
2. Click on the "Articled Clerks" tab in the red banner at the top of the page.
3. On the right-hand side of the page, you will see the "Resource Library".
4. Click on the "+" sign to the left of the "Resource Library" file folder.
5. Click on the "+" sign to the left of the "Skills Course" file folder.
6. You can now see the contents of the various subfolders by clicking the "+" sign next to the subfolder you wish to view.

How to download items from the Resource Library

1. Find the item you wish to download.
2. Click on it **once** – a "Download" button will appear on the banner under the "Resource Library" heading.
3. Click the "Download" button.
4. You will now be asked to open or save the file.

How to view your "Report Card" or grades

1. Log into the eCommunity.
2. Select the "Articled Clerks" tab from the red banner at the top of the page.
3. Scroll to the bottom of the page to view the "Enrolment and Grades" section.
4. Grades will be posted next to the relevant session.
*Grades are noted as **Pass**, **Fail** or **Incomplete**.*

How to print your member card

Your member card is confirmation of your membership in the Society and your practising status.

1. Log into the eCommunity.
2. Click on "Member Card" in the red banner.
3. Click the "Here" link at the end of the text.
4. Select whether you wish to open or save the file.
5. Once the file is opened, select print.

CPLED (CANADIAN CENTRE FOR PROFESSIONAL LEGAL EDUCATION)

How to log into CPLED

1. Go to [CPLED](#).
2. Click the “Desire2Learn” button under “Quick Links”.
3. Prior to entering your username and password, complete the system check by clicking the link “Please click here for a System Check before you login”.
4. Once the system check is complete, enter your username and password.
(This is your CPLED username and password, NOT your NSBS username and password. Your CPLED password will be emailed to you prior to you commencing your first module on the CPLED platform.)
5. Click the Log In button.

How to access the Skills Course

1. Log in to CPLED.
2. Select “Nova Scotia Skills Course”.
3. On the Skills Course homepage, select the relevant module listed in the center of the page.

How to change the time zone setting

1. Log into CPLED.
2. At “My Home” or any screen after you log in, click next to your name in the minibar at the top right corner.
3. Select “Account Settings” from the dropdown menu.
4. Scroll down to “Time Zone”.
5. Select “Canada-Halifax” from the Time Zone dropdown menu.
6. Click the “Save and Close” button at the bottom of the page.

How to access your CPLED email

1. Log into CPLED and enter the Skills Course.
2. Select the “Communication” dropdown menu from the menu at the top of the homepage or any screen in the Course.
3. Select “Email” from the dropdown menu.
4. You will next see your “inbox”.
5. You can compose and read email here.

How to access the Discussion Board

1. Log into CPLED and enter the Skills Course.
2. Select the “Communication” dropdown menu from the menu at the top of the homepage or any screen in the Course.
3. Select “Discussions” from the dropdown menu.
4. Locate your LGFs discussion board.

How to save a file to the Dropbox

1. Log into CPLED and enter the Skills Course.
2. Select "Dropbox" from the menu at the top of the home page or any screen in the Course.
3. On the "Dropbox Folder" page, select the folder for the relevant assignment.
4. Click the "Add a File" button.
5. Click the "Upload" button.
6. Select the relevant file to upload (**BE SURE you upload the PROPER file**).
7. Once the file has been selected, click the "Add" button.
8. Click the "Submit" button to complete the submission.
9. You will receive an email from CPLED acknowledging your submission.

10. If you do not receive the email, check to ensure your file has been submitted.

**All submissions MUST comply with the submission protocol, which can be found by following the link on the introductory page of each module.*

How to check your Feedback

1. Log into CPLED and enter the Skills Course.
2. Select "Dropbox" from the menu at the top of the homepage or any screen in the Course.
3. Under the "Feedback" column on the "Dropbox Folder" page, click the "View" link for the relevant assignment.
4. Under Feedback on the "View Feedback" page, select the relevant file or download the files using the "Download All Files" button.