

## Paralegal

Ontario College Diploma | 2 years



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**Gain the skills to practise as a paralegal in Ontario.**

### Critical training

Successful completion of Sheridan's accredited Paralegal program qualifies you to write the Law Society of Ontario licensing examination, a requirement if you wish to practise as a paralegal in Ontario. The training you receive at Sheridan – from professors with many years of experience working in the legal profession – will prepare you for a career in this challenging field.

### What you'll learn

- Prosecution and defence of summary conviction offences and provincial offences.
- Small claims court procedure.
- Effective advocacy before tribunals such as the Landlord and Tenant Board, Workplace Safety and Insurance Board, and the Human Rights Tribunal.
- Legal research and writing.

### Hands-on experience

Following the final semester of your Paralegal program, you'll complete an unpaid seven-week (240-hour) field placement in a legal environment within a paralegal's permitted scope of practice. You may be in a variety of legal settings including a court office, legal clinic, paralegal firm or law firm. Some travel may be required, and you'll need to provide your own transportation.

# Career opportunities

When you complete Sheridan's Paralegal program, you'll have completed all of the educational requirements to allow you to write the professional licensing exam that qualifies you to take positions in any of the organizations listed below.

## Here are some places you might work:

- Community legal clinics
- Courts
- Government ministries
- In-house legal departments
- Law firms and paralegal firms
- Other law-related settings, including your own business

# Courses

## Some of the courses you will take in your program

- Administrative Tribunals and Public Law
- Legal Research and Writing
- Employment Law for Paralegals
- Evidence and the Litigation Process
- Provincial Offences and Motor Vehicle Law
- Paralegal Practice Management

# Admission requirements

## Program eligibility

Ontario Secondary School Diploma or equivalent, including these required courses:

- One English, Grade 12 (ENG4C or ENG4U), minimum 60%
- Minimum 65% overall average

or

Mature student status.

## Applicant selection

Eligible applicants are selected on the basis of previous academic achievement (the average of their six highest senior-level credits, including required courses). Although not a requirement, Grade 12 mathematics or equivalent is recommended. Basic computer skills are essential. You should have a minimum keyboarding speed of 30 wpm.

Applicants who do not meet the admission requirements for this program may be advised individually regarding other related programs.

## Preparation for application

The Law Society of Ontario is the independent governing body of the legal profession having sole authority over scope of practice, licensing requirements and on-going licensee and membership obligations. Applicants who wish to apply for a paralegal licence must research the Law Society's policies and procedures regarding the licensing process, including application deadlines, fees and on-going licensee and membership obligations before applying to Sheridan's Paralegal program, as changes are made by the Law Society from time to time. Visit [www.lso.ca](http://www.lso.ca) and click "Become a Paralegal."

## Criminal record check

Sheridan field placement agencies may require a police record check for criminal offences. Students will be required to provide this documentation directly to their field placement prior to the start of the placement and at their own expense. Students who cannot meet these requirements may have limited field placement opportunities.

\*Course duration for September start is two academic years. Course duration for January start is 16 months continuous.

## English language proficiency

All applicants whose first language is not English must meet Sheridan's English proficiency requirements.

Refer to the website for full admission requirements.

## How to apply: 5 easy steps

- 1 Find your program
- 2 Check the admission requirements
- 3 Apply online
- 4 Submit your documentation
- 5 Accept your offer

## Ready to get started?

[sheridancollege.ca/apply](http://sheridancollege.ca/apply)



# International students

## Find out more about...

- Post-graduation work permit (PGWP) eligibility
- Admission requirements
- English language proficiency requirements
- Fees and financial aid
- Provincial Attestation Letters (PALs)

[sheridancollege.ca/international](http://sheridancollege.ca/international)