

LICENSING PROCESS

Tutoring Request Form

You must submit this Tutoring Request Form ('Form'), along with the Tutoring Agreement for Candidates in the Licensing Process (Agreement), by email to tutorrequest@lso.ca no less than **30 business days** prior to the Licensing Examination date (i.e. no later than February 12 for the March 27 examination). You must be registered to rewrite the Licensing Examination(s) before your request can be processed. All requests are subject to tutor availability.

Candidate Name:

Candidate Number:

City:

Telephone:

Email:

Carefully refer to your Licensing Examination Profile when selecting the area(s) in which you are requesting tutoring, and focus on your weakest area(s). You may select a maximum of three subject areas per Licensing Examination and the total amount of tutoring time allotted may not exceed five hours per Licensing Examination. The minimum requested time per subject area is one hour, with subsequent increases in no less than half hour increments.

Please note, after you have submitted this Form, the tutoring services allotted to you are applicable only for the Licensing Examination(s) for which you have registered. Should you register for a subsequent sitting of the Licensing Examination, you must submit a separate Form. Forms will only be accepted for the next scheduled Licensing Examination sitting.

For which Licensing Examination is tutoring requested?

<input type="checkbox"/> Barrister Licensing Examination: Date scheduled to write:	<input type="checkbox"/> Solicitor Licensing Examination Date scheduled to write:
<input type="checkbox"/> Criminal Number of hours: <input type="checkbox"/> Civil Litigation Number of hours: <input type="checkbox"/> Public Number of hours: <input type="checkbox"/> Family Number of hours:	<input type="checkbox"/> Real Estate Number of hours: <input type="checkbox"/> Estates Number of hours: <input type="checkbox"/> Business (Corporate) Number of hours: <input type="checkbox"/> Tax Number of hours:
Total hours: (not to exceed 5 hours) Note: You may select a maximum of three subject areas	Total hours: (not to exceed 5 hours) Note: You may select a maximum of three subject areas

Please note: Tutoring for Professional Responsibility can be provided by any tutor.

Paralegal Licensing Examination: Date scheduled to write:	
Administrative Law	Number of hours:
Civil litigation	Number of hours:
Criminal and Quasi-Criminal Law	Number of hours:
Total hours: (not to exceed 5 hours)	

Please note: Tutoring for Professional Responsibility or Canadian Law can be provided by any tutor.

Have you requested Law Society Tutoring before? If yes, please list the Examination date(s).

Any other information that you would like to include:

Tutoring Agreement for Licensing Process Candidates

Between

The Law Society of Ontario

and _____

Licensing Candidate

I, the undersigned, a candidate in the Licensing Process, request the assistance of a tutor for the self-study Licensing Examinations. I have completed and submitted the Tutoring Request Form. I hereby acknowledge and agree to the following:

- 1) I will be provided with a maximum of five hours of tutoring for each Licensing Examination.
- 2) I may request tutoring sessions in a maximum of three subject areas per Licensing Examination. The minimum amount of time I may request per subject area is one hour, with subsequent increases in no less than half hour increments.
- 3) I must complete the registration to rewrite the Licensing Examination for which I am seeking tutoring services before I will be assigned a tutor(s).
- 4) I will contact the tutor(s) to which I am assigned promptly (within 72 hours) for the purposes of arranging an agreed upon tutoring session, so that the tutor receives sufficient notice to prepare for and schedule the tutoring session. Sessions should be scheduled according to your tutor's availability and location. Evening or weekend sessions are not guaranteed.
- 5) My contact information may be provided to the assigned tutor(s).
- 6) I will communicate with my tutor(s) in a professional and courteous manner at all times and will be respectful of their time when scheduling and attending tutoring sessions.
- 7) Except in the event of an emergency, I will contact the tutor 24 hours in advance if I cannot attend a scheduled tutoring session; failing which, I may be required to pay a missed session fee of \$50 and forfeit the allotted tutoring time.
- 8) I will promptly (within 72 hours) notify the Tutoring Services Coordinator if I defer my Licensing Examination, or if I no longer require tutoring for any other reason. A Licensing Process Request Form for Change or Deferment is required.
- 9) I will obtain prior approval from the Law Society in the event I seek to amend the allotted tutoring times set out in my Tutoring Request Form. Requests to amend, cancel or inquire about tutoring services will be sent to tutorrequest@lso.ca.
- 10) Tutors are not obliged to provide tutoring services beyond the allotted tutoring times and will not be compensated for any additional tutoring services provided.
- 11) I will be on time for each tutoring session, having thoroughly reviewed all study material. I will be prepared to discuss specific concepts or questions that I have related to the study material. I will have noted, prior to attending the tutoring session, which areas are giving me difficulty. I understand that tutoring is not a substitute for thorough review and self-study of the materials.
- 12) If requested, the tutor may provide the Law Society with his/her notes tracking and evaluating my progress in the tutoring session.
- 13) Assigned tutors will be located throughout the Greater Toronto or Ottawa areas; other areas are subject to availability. Tutoring sessions may be conducted in person, or, if the assigned Tutor agrees, remotely by telephone or videoconference. Tutoring sessions conducted remotely are subject to the same requirements and guidelines that apply to sessions conducted in person.
- 14) I am solely responsible for any telephone, internet, travel and any other costs associated with accessing tutoring sessions.
- 15) Failure to meet any of the above conditions or requirements may result in the termination of tutoring sessions available to me in the future.

Candidate Signature: _____

Date: _____

Candidate Number: _____