

94%

**Employer Satisfaction\***  
with the knowledge and skills that our graduates possess.

**Ontario College Diploma**

Program Code: PARAL

Full-time | Davis Campus | 2 yrs (4 semesters)

FACULTY OF APPLIED HEALTH & COMMUNITY STUDIES

# Paralegal

Sheridan's two-year Paralegal diploma program sets you on the road to becoming a licensed paralegal.



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 term of your Paralegal program, you'll complete an unpaid four-week (140-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.

## 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 will be assessed and advised individually and may be considered for 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.

## 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

Case Law Research and Legal Writing

Provincial Offences and Motor Vehicle Law

Paralegal Practice Management

Note: See website for specific terms and course listings.

## More information



**Website:**  
[sheridancollege.ca](http://sheridancollege.ca)



**Facebook:**  
[facebook.com/sheridaninstitute](https://facebook.com/sheridaninstitute)



**Twitter:**  
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There's no better way to get a sense of Sheridan than with a personal visit. Book a tour and see for yourself!



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