

## PREP Progression Policy

### Policy Statement

The purpose of this policy is to set out for **Students** the requirements they must meet to progress through **PREP** and be eligible to participate in the **Capstone**, as well as the consequences if these requirements are not met. Requirements for **Capstone** are set out in the separate [PREP Capstone Policy](#).

### 1. Definitions

- 1.1. “**Student**” is any individual who purchases, uses or partakes of any products or services offered by CPLED, regardless of the format in which such products and services are delivered.
- 1.2. “**PREP**” is CPLED’s Practice Readiness Education Program.
- 1.3. “**Phase**” is one of the four stages of **PREP**; **Foundation Modules, Foundation Workshops, Virtual Law Firm, and Capstone**.
- 1.4. “**Foundation Modules**” is the first **Phase** of **PREP** in which **Students** complete self-directed online study.
- 1.5. “**Foundation Workshops**” is the second **Phase** of **PREP** in which **Students** participate in interactive workshops.
- 1.6. “**Virtual Law Firm**” is the third **Phase** of **PREP** in which **Students** work through a simulated legal matter in a **Virtual Law Firm**.
- 1.7. “**Capstone**” is the fourth and final **Phase** of **PREP**, which is the evaluative **Phase**.
- 1.8. “**Intake**” is one of a number of scheduled offerings of a program throughout the year.
- 1.9. “**Intake Schedule**” is comprised of the set dates of all **Phases** for a particular **PREP Intake**.
- 1.10. “**Statement of Results**” is a record that informs **Students** of the grade received at the conclusion of a **Student’s** program.
- 1.11. “**Disciplinary**” is any punitive measure taken by CPLED in response to a **Student’s** conduct.
- 1.12. “**Deferral**” is the postponement of studies in a program to a future **Intake** at the request of a **Student**. This is meant to be a temporary action taken by **Students** who are unable to participate in their registered **Intake**.
- 1.13. “**Withdrawal**” is the total removal of a **Student** from their program at the request of the **Student**. This is not a **Disciplinary** action but is meant to be a permanent decision taken by **Students** who no longer wants to study in their program.

- 1.14. “**Unenrollment**” is the non-**Disciplinary** removal of a **Student** from their **Intake** by CPLED.
- 1.15. “**Suspension**” is the **Disciplinary** removal of a **Student** from their current program **Intake** by CPLED.
- 1.16. “**Expulsion**” is the **Disciplinary** removal of a **Student** from their program by CPLED for an extended period.
- 1.17. “**Program Start Date**” is the standard date when eligible **Students** are granted access to program materials at the beginning of their program.
- 1.18. “**Commencement Date**” is the **Program Start Date** of the **Intake** in which a **Student** originally registered.
- 1.19. “**Law Society**” is the **Law Society** for the province in which the **Student** is enrolled in their program. For Nunavut and Northwest Territories **Students**, **Law Society** may be the **Law Society** for the province in which they are enrolled in their program and/or the **Law Society** for the territory in which they intend to fulfill their Bar Admission requirements.
- 1.20. “**Violation**” is a **Disciplinary** mark awarded against a **Student**.
- 1.21. “**Probation**” is a state of enhanced monitoring of a **Student** by CPLED staff. This is a **Disciplinary** action.
- 1.22. “**Incomplete Assignment**” is any submission which is made by the deadline but is unfinished as determined by the assessor.
- 1.23. “**Late Assignment**” is any submission made after the deadline.
- 1.24. “**Missed Assignment**” is any required submission that is not submitted or attended.
- 1.25. “**Procertas LTA**” is the Procertas Legal Technology Assessment, a benchmarking and training platform to assess skills and provide training to improve the quality of work in Word, Excel, PowerPoint and Adobe Acrobat.

## **2. Authority and Application of Policy**

- 2.1. This policy applies to **PREP Students** only.
- 2.2. **Students** agree to abide by this policy pursuant to the academic integrity statement which all **Students** signed upon entry to their program.
- 2.3. This policy applies to both the in-person and virtual environments.

## **3. Admission and Enrolment Requirements**

- 3.1. **PREP Students** must meet all admission and enrolment requirements in accordance with the [Admission and Enrolment Policy](#) in order to commence the program.

#### **4. Fees**

- 4.1. Fees for each **Phase** of **PREP** can be found on the CPLED website.
- 4.2. To be enrolled in **PREP** and receive access to **PREP** materials, a **Student's** required tuition fee payment must be processed.
- 4.3. **Students** who do not submit the required tuition fee payment by the payment deadline may be unenrolled or have their **Statement of Results** withheld until payment is made.

#### **5. Order of Progression**

- 5.1. **Students** must complete the **Phases** of **PREP** in order (**Foundation Modules, Foundation Workshops, Virtual Law Firm** [rotation 1, rotation 2, rotation 3], **Capstone**).

#### **6. Deadline for Completion**

- 6.1. CPLED acknowledges that all **Students** may not complete the entirety of **PREP** in accordance with a particular **Intake Schedule**.
- 6.2. **Students** may fall outside an **Intake Schedule** due to a **Deferral, Withdrawal, Unenrollment, Suspension** or **Expulsion**.
- 6.3. CPLED intends to update the content of **PREP** every three years.
- 6.4. **Students** must complete all **Phases** of **PREP** within two years of their **Commencement Date**.
- 6.5. **Students** who do not complete all **Phases** of **PREP** within two years of their **Commencement Date** must recommence and complete **PREP** in its entirety at their own expense.
- 6.6. This two-year deadline in no way overrides or changes any deadline for completion of the Bar Admission requirements set by a **Student's Law Society**.
- 6.7. **Students** are responsible for determining and abiding by any deadlines for completion set by their **Law Society**.

#### **7. Violations**

- 7.1. **Students** who fail to meet the requirements of this policy will receive a **Violation** where specified.
- 7.2. CPLED applies a progressive discipline model for **Violations**. **Violations** of the same or different type will be met with escalating consequences, regardless of which **Phase** of the program a **Student** is in.
- 7.3. Consequences for **Students** who receive a **Violation** will be as follows:
  - a. **First Violation:** The **Student** will receive a written warning.

- b. **Second Violation:** The **Student** will be placed on **Probation** with CPLED, and their principal may be notified.
- c. **Third Violation:** The **Student** may be suspended from **PREP** pursuant to the [PREP Suspension and Expulsion Policy](#). Suspended **Students** can request to re-enroll in a subsequent **PREP Intake**.

## **8. Incomplete, Late or Missed Assignments**

- 8.1. **Students** are expected to meet all deadlines and assignment requirements.
- 8.2. Failure of a **Student** to meet deadlines or assignment requirements is considered a **Violation** as defined in this policy.
- 8.3. Late submissions will not receive feedback and will be assessed as NA (no competency demonstrated).
- 8.4. Despite any **Violations** incurred, **Students** are still required to complete and submit all assignments in order to be eligible to progress to the next **Phase**.

## **9. Extensions**

- 9.1. CPLED acknowledges that extenuating circumstances may arise which require a **Student** to make a request for an extension of an assignment or completion deadline.
- 9.2. **Students** who are unable to meet an assignment or completion deadline due to extenuating circumstances can submit an extension request to [CPLED Admin](#) with the subject line “Extension Request.”
- 9.3. If an extension request is urgent, this must be identified in the subject line of the email containing the extension request.
- 9.4. Extension requests must be specific about how much additional time is being requested.
- 9.5. Extension requests should be made in advance of the assignment or completion deadline whenever possible.
- 9.6. Extension requests may be granted at the sole discretion of CPLED.

## **10. Excused Absence Requests**

- 10.1. CPLED acknowledges that extenuating circumstances may arise which require a **Student** to make a request for an excused absence.
- 10.2. **Students** can request an excused absence by completing and submitting an [Application for Excused Absence](#).
- 10.3. If an excused absence request is urgent, this must be identified in the subject line of the email containing the request form.

10.4. Excused absence requests should be made in advance of the intended absence date(s) whenever possible.

10.5. Excused absence requests may be granted at the sole discretion of CPLED.

## **11. Changes in Schedule**

11.1. CPLED acknowledges that extenuating circumstances may arise which require a **Student** to make a request for a change to their schedule.

11.2. **Students** can request a change to their schedule by completing and submitting an [Application for a Change in PREP Schedule](#).

11.3. If a schedule change request is urgent, this must be identified in the subject line of the email containing the request form.

11.4. Schedule change requests should be made in advance of the intended schedule change date whenever possible.

11.5. Schedule change requests may be granted at the sole discretion of CPLED.

## **12. Professionalism and Integrity**

12.1. **PREP Students** are at all times subject to the [Professional Integrity Policy](#).

12.2. Professional integrity breaches will be addressed pursuant to that policy

## **13. Professional Attire**

13.1. **Students** must be appropriately attired throughout **PREP**.

13.2. Failure of a **Student** to wear appropriate attire is considered a **Violation**.

13.3. Any event that requires **Student** attendance, virtual or in-person, also requires business casual attire. Business casual attire involves a higher expectation of dress than recreational casual.

13.4. **Students** should use their best judgement in selecting their business casual attire. The following are guidelines on what is generally considered inappropriate business casual attire:

- a. Hats or ballcaps;
- b. Running shoes, casual boots or sandals;
- c. Clothing with large graphics or slogans;
- d. Clothing that has words, terms or pictures that may be offensive to others;
- e. Clothing that does not appropriately cover your front, back, arms or legs;
- f. Distressed clothing;

- g. Jeans, leggings or shorts; and
- h. All or part of a sweat suit or track suit.

#### **14. Cancellation by CPLED**

- 14.1. CPLED reserves the right to cancel any **Phase** of **PREP** due to acts of God, interruption of electrical power or other utilities, equipment failure, or other causes reasonably beyond CPLED's control.
- 14.2. Any cancelled **Phase** will be rescheduled as soon as reasonably possible, dependent upon organizational constraints as dictated by the reason for the disruption.

#### **15. Procertas and Orientation Quiz**

- 15.1. Before commencing the first **Phase** of **PREP**, **Students** must complete the Procertas Legal Technology Assessment ("**Procertas LTA**").
- 15.2. **Students** must earn qualified or expert certification in Microsoft Word and at least one other module (Excel, PowerPoint, or Adobe Acrobat) in the **Procertas LTA**.
- 15.3. **Students** must complete the **Procertas LTA** and upload a record of completion by the deadline outlined in the **PREP** schedule to gain access to the introductory module for **PREP**.
- 15.4. After satisfying the Procertas requirement, **Students** must watch a **PREP** orientation video and complete a **PREP** orientation quiz to gain access to the **Foundation Modules**.

#### **16. Foundation Modules**

##### **Requirements for Progression**

- 16.1. **Students** must successfully complete all modules in the **Foundation Modules** and complete the **Foundation Modules** Survey by the deadline before being eligible to progress to the **Foundation Workshops**.
- 16.2. To successfully complete the **Foundation Modules**, **Students** must complete all modules, submit all assignments, and pass the quiz at the end of each module (where a quiz applies) or the Comprehensive Exam if applicable.
- 16.3. **Students** who enroll but do not commence the **Foundation Modules** will be unenrolled from **PREP**.
- 16.4. **Students** who fail to complete the progression requirements on time or at all may be suspended from **PREP** pursuant to the [PREP Suspension and Expulsion Policy](#).
- 16.5. **Students** who are unable to complete the progression requirements due to extenuating circumstances must contact CPLED.

16.6. Suspended **Students** can request to re-enroll in a subsequent session of the **Foundation Modules**.

#### **Foundation Module Quiz Attempts**

16.7. **Students** will be provided with three attempts to successfully complete the quiz at the conclusion of each Foundation Module, where a quiz applies.

16.8. After each unsuccessful attempt, the next attempt will be automatically released to the **Student**.

16.9. **Students** who are unsuccessful on their third attempt of any Foundation Module quiz will be permitted to proceed through the balance of the **Foundation Modules** with the additional requirement that they complete a comprehensive multiple-choice exam that covers all the **Foundation Modules** (“Comprehensive Exam”) before proceeding to the next **Phase**.

#### **Comprehensive Exam Attempts**

16.10. **Students** will be provided three attempts to successfully complete the Comprehensive Exam.

16.11. **Students** must successfully complete the Comprehensive Exam within the time frame set by CPLED. Failure to successfully complete the Comprehensive Exam within the assigned time frame will result in a finding that the **Student** was unsuccessful on that attempt.

16.12. After each unsuccessful attempt, the next attempt will be automatically released to the **Student** to a maximum of three attempts.

### **17. Foundation Workshops**

#### **Requirements for Progression**

17.1. **Students** must successfully complete the **Foundation Workshops** and complete the **Foundation Workshops** Survey before being eligible to progress to the **Virtual Law Firm**.

17.2. To successfully complete the **Foundation Workshops** **Students** must:

- a. Submit all completed prework or rework by the assigned deadline(s);
- b. Complete all homework each evening;
- c. Attend the entire five days of the **Foundation Workshops**;
- d. Be punctual (arriving and returning on time);
- e. Demonstrate engagement and active participation;
- f. Demonstrate professionalism; and

g. Be appropriately attired.

17.3. **Students** who fail to complete the progression requirements on time or at all may be suspended from **PREP** pursuant to the [PREP Suspension and Expulsion Policy](#).

17.4. **Students** who are unable to complete the progression requirements due to extenuating circumstances must contact CPLED.

17.5. Suspended **Students** can request to re-enroll in a subsequent session of the **Foundation Workshops**.

### **Attendance**

17.6. **Students** are required to attend on time, as scheduled, every day of the **Foundation Workshops**. Failure of a **Student** to arrive or return on time throughout the **Foundation Workshops** is considered a **Violation**.

17.7. **Students** must be present for the entire day and should not schedule any activities, including work-related activities, throughout the duration of the **Foundation Workshops**.

17.8. **Students** can request an excused absence by completing and submitting an [Application for Excused Absence](#); however, requests for excused absences during the **Foundation Workshops** will be granted in exceptional circumstances only.

### **Pework**

17.9. The **Foundation Workshops** prework serves two main goals (“Pework Goals”):

- a. To prepare **Students** for the topics that will be covered in the **Foundation Workshops**; and
- b. To enable **Students** to meaningfully participate in the **Foundation Workshops**, including both large group and small group discussions and activities.

17.10. All prework must be completed by the assigned deadline.

17.11. All prework will be reviewed for completeness, taking into consideration the extent to which the submission meets the Pework Goals. Where a prework submission does not meet this standard, the **Student** will be given one opportunity to complete rework for that submission prior to the commencement of the workshops.

17.12. **Students** who do not complete the prework or rework by the deadline will not be permitted to participate in the **Foundation Workshops**.

### **Engagement and Participation**

17.13. **Students** must demonstrate their engagement throughout the **Foundation Workshops**. This includes but is not limited to:

- a. Completion of all prework and homework,



- b. Active participation in large and small group discussions,
- c. Active participation in small group assignments; and
- d. Use of electronic devices solely for the purposes of accessing Foundation Workshop materials.

17.14. Failure of a **Student** to demonstrate their engagement in accordance with these requirements is considered a **Violation**.

## **18. Virtual Law Firm**

### **Requirements for Progression**

18.1. **Students** must successfully complete the **Virtual Law Firm** and complete the **Virtual Law Firm** Survey before being eligible to progress to the **Capstone**.

18.2. To successfully complete the **Virtual Law Firm** **Students** must:

- a. Submit all oral and written assignments in each rotation by the assigned deadline;
- b. Complete all assignments in accordance with their instructions;
- c. Attend all Practice Management meetings and actively participate in the meetings. Active participation includes the provision of a substantive agenda, leading the navigation through that agenda, and asking questions to generate conversation.

18.3. **Students** who fail to complete the progression requirements on time or at all may be suspended from **PREP** pursuant to the [Suspension and Expulsion Policy](#).

18.4. **Students** who are unable to complete the progression requirements due to extenuating circumstances must contact CPLED.

18.5. Suspended **Students** can request to re-enroll in a subsequent session of the **Virtual Law Firm**.

### **Attendance**

18.6. **Students** are expected to attend on time, as scheduled, the entirety of their simulated client meetings and practice management meetings.

18.7. Failure of a **Student** to arrive on time or at all to meetings is considered a **Violation** as defined in this policy.

18.8. Despite any **Violations** incurred, **Students** are still required to complete all meetings in order to be eligible to progress to the next **Phase**.

18.9. Simulated client and practice management meetings cannot be rescheduled by **Students** after the scheduling deadline. **Students** who wish to request to reschedule a meeting after the scheduling deadline must make an [Application for Excused Absence](#)

from their scheduled meeting. Such requests during the **Virtual Law Firm** will be granted in exceptional circumstances only.

18.10. Rescheduled meetings will be arranged solely at the convenience of the simulated client or practice manager, and it will be the **Student's** responsibility to ensure they are available for the rescheduled meeting.

## **19. Capstone**

19.1. **Students** who successfully complete all of the preceding requirements of **PREP** will be eligible to sit the **Capstone**.

19.2. Requirements of the **Capstone** are outlined separately in the [PREP Capstone Policy](#).

## Appendix

<b>Policy Name</b>	<b>PREP</b> Progression Policy
<b>Effective Date</b>	2020-07-27
<b>Reviewed or Revised Date</b>	2021-12-01 Revised 2021-04-12 Revised 2020-12-02 Revised
<b>Authorizer</b>	Dr. Kara Mitchelmore, Chief Executive Officer, CPLED
<b>Related Documents</b>	<a href="#">Application for Excused Absence</a> <a href="#">Application for Change in PREP Schedule</a>