

PREP STUDENT REGISTRATION GUIDE

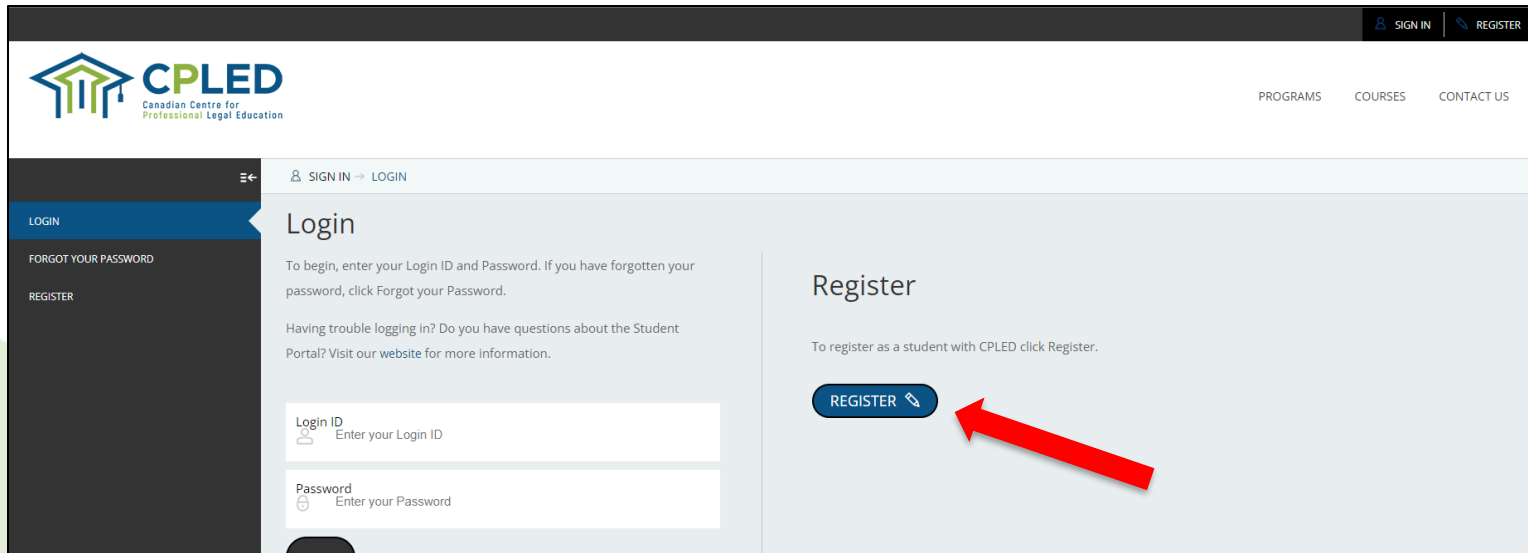


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Creating a Profile

Visit the [CPLED Student Portal](#) and select the  button.



The screenshot shows the CPLED Student Portal interface. At the top, there is a navigation bar with the CPLED logo (Canadian Centre for Professional Legal Education) on the left and links for SIGN IN and REGISTER on the right. Below the navigation bar, there are links for PROGRAMS, COURSES, and CONTACT US. On the left side, there is a sidebar menu with options: LOGIN, FORGOT YOUR PASSWORD, and REGISTER. The main content area is divided into two sections: 'Login' and 'Register'. The 'Login' section contains instructions for logging in and a form with fields for 'Login ID' and 'Password'. The 'Register' section contains instructions for registering and a 'REGISTER' button. A red arrow points to the 'REGISTER' button in the 'Register' section.

CPLED
Canadian Centre for Professional Legal Education

SIGN IN → LOGIN

PROGRAMS COURSES CONTACT US

LOGIN

FORGOT YOUR PASSWORD

REGISTER

Login

To begin, enter your Login ID and Password. If you have forgotten your password, click Forgot your Password.

Having trouble logging in? Do you have questions about the Student Portal? Visit our website for more information.

Login ID
Enter your Login ID

Password
Enter your Password

Register

To register as a student with CPLED click Register.

REGISTER

Creating a Profile

1. Once you have created your profile you will receive an email from no-reply@memberpro.net with your Login ID and temporary password.
2. If you do not receive this email please check your junk mail folder and firewall settings.
3. If you have not received your welcome email within 24 hours please contact CPLED by email at admin@cpled.ca.



Welcome Registration Guide,

Thank you for registering as a student with the Canadian Centre for Professional Legal Education.

Below are your login credentials, you will use these to log in to the CPLED portal and complete your enrolment. If you do not log in, you will be prompted to change your password.

Please review the attached Privacy Policy and Professional Integrity Policy prior to completion of your enrolment checklist. You will be able to access the enrolment checklist once you create a new profile.

Go to [CPLED](#)

Login ID RGUIDE

Temporary Password rGU\$38050



For more information on the registration process, visit the [CPLED website](#).

Important - Confidential Information from the Canadian Centre for Professional Legal Education: The sender intends this message to be confidential. If you are not the intended recipient, please do not open, copy, print, or disseminate this message. If you have received this message in error, please immediately notify the sender of your inadvertent receipt and delete the message from your system.

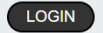
Creating a Profile

1. Select your registration option by clicking the associated button.
2. Fill in your information, all fields marked with an asterisk (*) must be completed.
3. **NOTE: For proctoring purposes and to ensure your results are shared correctly with your law society please use your full legal first and last name in the 'Given (First & Middle Name(s))' and 'Last' name fields.**

The screenshot shows a registration form with the following elements:

- Already Registered:** A link at the top left.
- 1:** A red arrow pointing to the "CHOOSE YOUR REGISTRATION" section, which contains two buttons: "Practice Readiness Education Program" and "Legal Research and Writing".
- ENTER YOUR FULL LEGAL NAME:** A section header.
- Title:** A dropdown menu.
- 2:** A red arrow pointing to the "Given (First & Middle Name(s))" field, which is marked with an asterisk (*).
- Last:** A field marked with an asterisk (*).
- Preferred First Name:** A text input field.
- Preferred Last Name:** A text input field.
- Email:** A text input field marked with an asterisk (*).
- Gender:** A dropdown menu marked with an asterisk (*).
- Preferred Pronoun:** A dropdown menu.
- Birthdate:** A text input field marked with an asterisk (*), followed by a calendar icon.

Logging in for the First Time


1. Return to the [CPLED Student Portal](#) and enter your Login ID and temporary password and click the  button.

Login


To begin, enter your Login ID and Password. If you have forgotten your password, click [Forgot your Password](#).

Having trouble logging in? Do you have questions about the Student Portal? Visit our [website](#) for more information.


Login ID

 Enter your Login ID

Password


 Enter your Password


LOGIN



Logging in for the First Time


1. Upon your first log in you will be prompted to create your own unique password.


 SIGN IN → LOGIN


 (1401) Your existing password will expire after one use. A new password must be entered.
Password Requirements

- Must be 7 or more characters
- Must include both numbers and letters
- New password cannot be the same as any of the last four passwords

New Password

Current Password
 Enter your Current Password

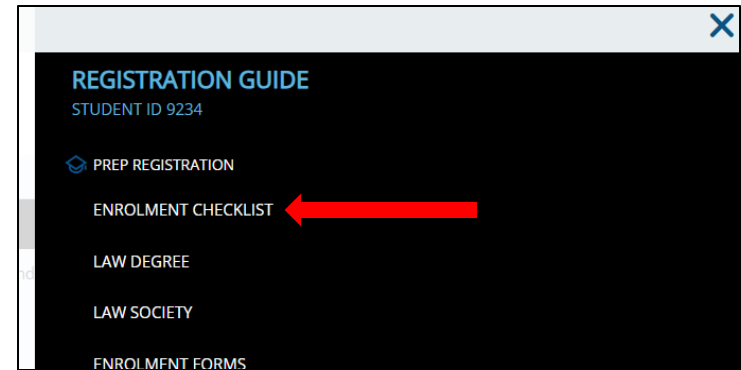
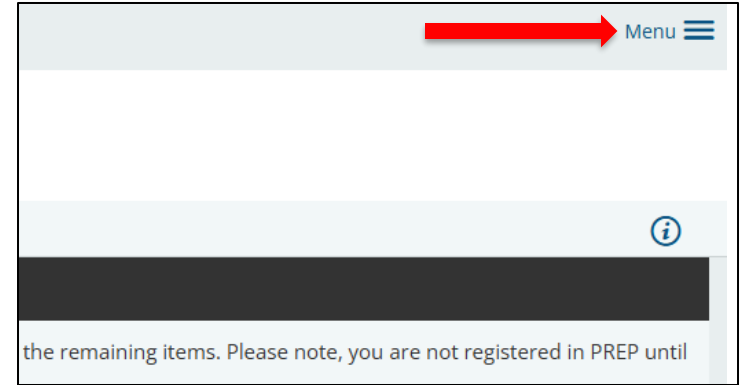
New Password
 Enter your New Password

Confirm Password
 Retype your New Password

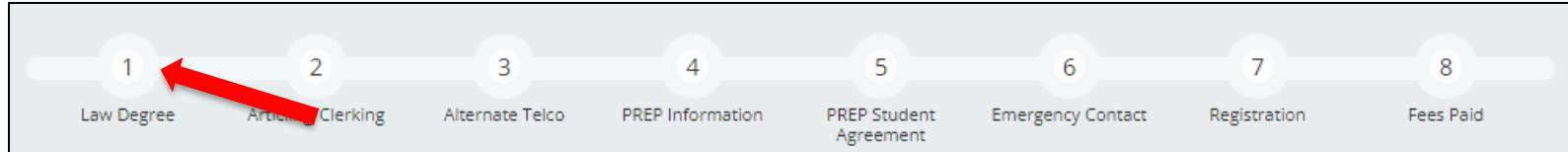
SUBMIT

Enrolment Checklist

1. If at any point you do not see a link to the **'ENROLMENT CHECKLIST'** in the left-hand column use the MENU found in the top right of the webpage to navigate to the **'PREP REGISTRATION'** where you will find the **'ENROLMENT CHECKLIST'** option.



Step 1. Law Degree Information





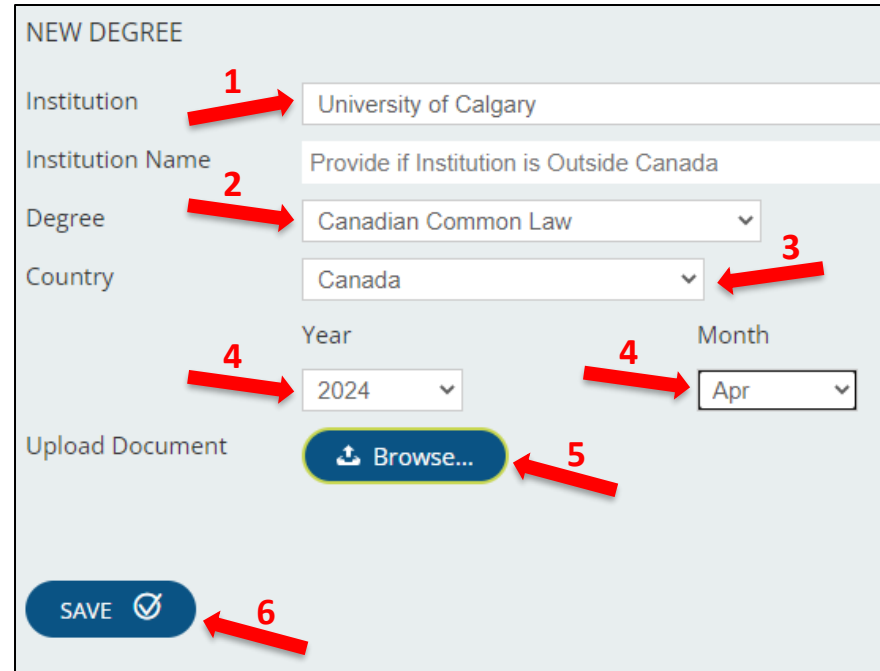
1. From the 'Enrolment Checklist' page click the 'here' link in the 'Law Degree' row.

1.	<input type="radio"/> Law Degree	Click here to view/edit details.
2.	<input type="radio"/> Articling/Clerking	Click here to view/edit details.
3.	<input type="radio"/> Alternate email and phone number	Click here to view/edit details.
4.	<input type="radio"/> PREP Information	Click here to enter information.
5.	<input type="radio"/> PREP Student Agreement	Click here to enter information.
6.	<input type="radio"/> Emergency Contact	Click here to view/edit details.
7.	<input type="radio"/> Registration	Click here to register.
8.	<input type="radio"/> Fees Paid	Click here to view/pay.

Step 1. Law Degree Information

Canadian Common Law Degree Holders

1. From the '**Institution**' dropdown select the University/School issuing your degree, if your school is not found within the list please use the '**Institution Name**' field.
2. Select your Degree Type from the '**Degree**' dropdown, '**Canadian Common Law**' will be populated by default.
3. Select the Country that will be issuing your degree, '**Canada**' will be populated by default.
4. Select the '**Year**' and '**Month**' that you conferred or expect to confer.
5. Upload proof of your credentials by clicking the  button.
NOTE If you have not yet received your formal degree we will accept written confirmation of your credentials. Please visit the [Admission Requirements](#) page of the CPLED website for a full list of accepted documents.
6. Click the  button to submit your documentation. **Please note this will need to be reviewed by CPLED staff before receiving a checkmark for the Law Degree portion of your enrolment checklist.**
7. Please note, this attachment is not mandatory at the time of registration. Once you have your degree confirmation you may log in and attach a copy.



NEW DEGREE

1 Institution


2 Institution Name


3 Degree

4 Country

4 Year



4 Month

5 Upload Document  Browse...

6  SAVE

Step 1. Law Degree Information

Canadian Civil Law or Foreign Law Degree Holders

1. Students with a Canadian Civil Law or a Foreign Law Degree will need to complete two separate entries, one for their degree and another for their Certificate of Qualifications (CQ)
2. Enter your Certificate of Qualifications (CQ) Information:
 1. From the 'Institution' dropdown select '**Federation of Law Societies of Canada**', leave the 'Institution Name' field blank
 2. From the 'Degree' dropdown select '**PREP – Certificate of Qualification (CQ)**'
 3. From the 'Country' dropdown select '**Canada**'
 4. Select the 'Year' and 'Month' you received your certificate
 5. Use the  button to upload a copy of your certificate. **NOTE: If you have not yet received your formal certificate we will accept written confirmation from the Federation. Please visit the [Admission Requirements](#) page of the CPLED website for a full list of accepted documents.**
 6. Click the  button to submit your documentation. **Please note this will need to be reviewed by CPLED staff before receiving a checkmark for the Law Degree portion of your enrolment checklist.**
 7. Please note, this attachment is not mandatory at the time of registration. Once you have your certificate confirmation you may log in and attach a copy.



NEW DEGREE

Institution  Federation of Law Societies of Canada

Institution Name  Provide if Institution is Outside Canada

Degree  PREP - Certificate of Qualification (CQ) ▾

Country  Canada ▾

Year  2024 ▾



Month  Jan ▾

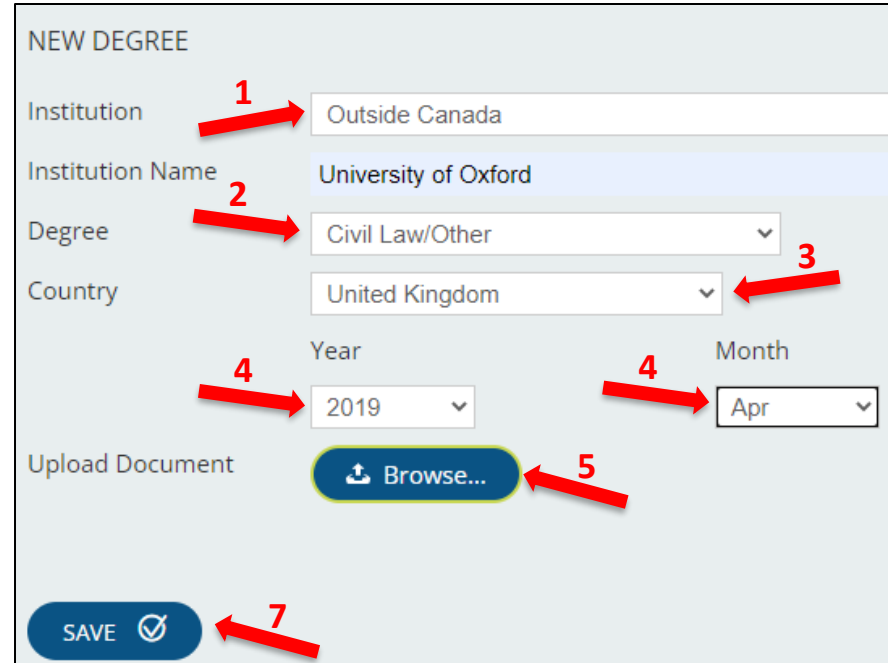
Upload Document  

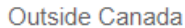
Step 1. Law Degree Information

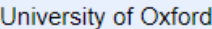
Canadian Civil or Foreign Law Degree Holders

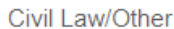
- Next, enter your Law Degree information:
 - From the '**Institution**' dropdown select the school issuing your degree, for foreign degree holders select '**Outside Canada**' and list your school under the '**Institution Name**' field
 - From the '**Degree**' dropdown select '**Civil Law/Other**'
 - From the '**Country**' dropdown select the country in which you completed your degree
 - Select the '**Year**' and '**Month**' you received your degree.
 - Use the  button to upload a copy of your degree, if available.
 - Please note, this attachment is not mandatory at the time of registration. Once you have your certificate confirmation you may log in and attach a copy.
 - Click the  button to submit your documentation. **Please note this will need to be reviewed by CPLED staff before receiving a checkmark for the Law Degree portion of your enrolment checklist.**





NEW DEGREE


1 Institution 

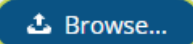
2 Institution Name 

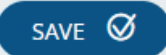
Degree 

3 Country 

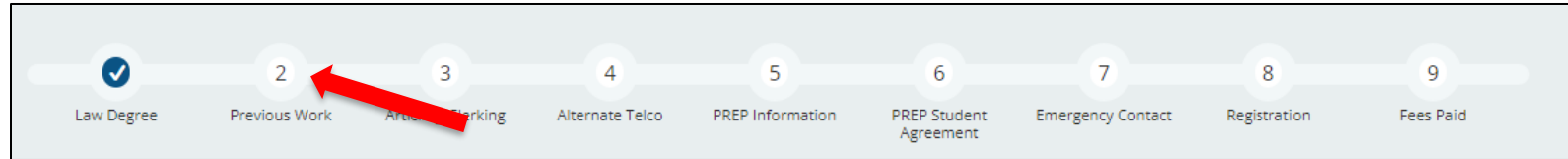
4 Year 

4 Month 

5 Upload Document 

7 




Step 1A. Previous Legal Work Experience

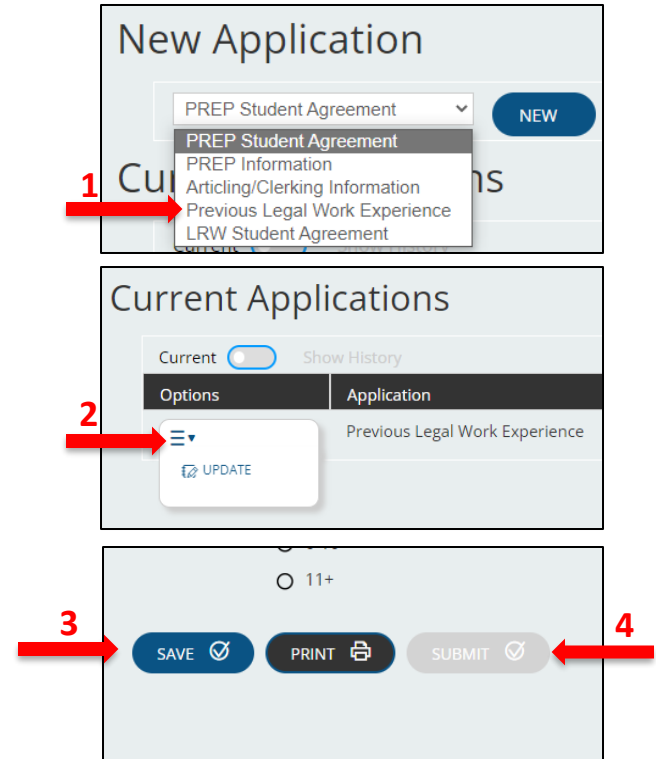


1. Students with a foreign law degree or a civil law degree will be required to complete an additional step, **Previous Legal Work**, in their '**ENROLMENT CHECKLIST**'.
2. From the '**Enrolment Checklist**' page click the '**here**' link in the '**Previous Legal Work Experience**' row.

1.	<input checked="" type="radio"/> Law Degree	Click here to view/edit details.
2.	<input type="radio"/> Previous Legal Work Experience	Click here to view/edit details.
3.	<input type="radio"/> Articling/Clerking	Click here to view/edit details.
4.	<input type="radio"/> Alternate email and phone number	Click here to view/edit details.
5.	<input type="radio"/> PREP Information	Click here to enter information.
6.	<input type="radio"/> PREP Student Agreement	Click here to enter information.
7.	<input type="radio"/> Emergency Contact	Click here to view/edit details.
8.	<input type="radio"/> Registration	Click here to register.
9.	<input type="radio"/> Fees Paid	Click here to view/pay.

Step 1A. Previous Legal Work Experience

1. From the **'New Application'** dropdown select the **'Previous Legal Work Experience'** option and click the **NEW** button to add the form to your profile.
2. Click the  button under **'Options'** and then **'Update'** to open the form and enter your information.
3. Once you have completed the form click the **SAVE**  button.
4. After saving the form you will need to click the **SUBMIT**  button to fully submit the form.



The first screenshot, titled 'New Application', shows a dropdown menu with options: 'PREP Student Agreement', 'PREP Student Agreement', 'PREP Information', 'Articling/Clerking Information', 'Previous Legal Work Experience', and 'LRW Student Agreement'. A red arrow labeled '1' points to the 'Previous Legal Work Experience' option. A 'NEW' button is visible to the right.

The second screenshot, titled 'Current Applications', shows a table with columns 'Options' and 'Application'. The 'Options' column has a menu icon and an 'UPDATE' button. The 'Application' column shows 'Previous Legal Work Experience'. A red arrow labeled '2' points to the 'UPDATE' button.

The third screenshot shows the bottom of the form with three buttons: 'SAVE' with a checkmark icon, 'PRINT' with a printer icon, and 'SUBMIT' with a checkmark icon. A red arrow labeled '3' points to the 'SAVE' button, and a red arrow labeled '4' points to the 'SUBMIT' button.


Step 2. Articling/Clerking Information

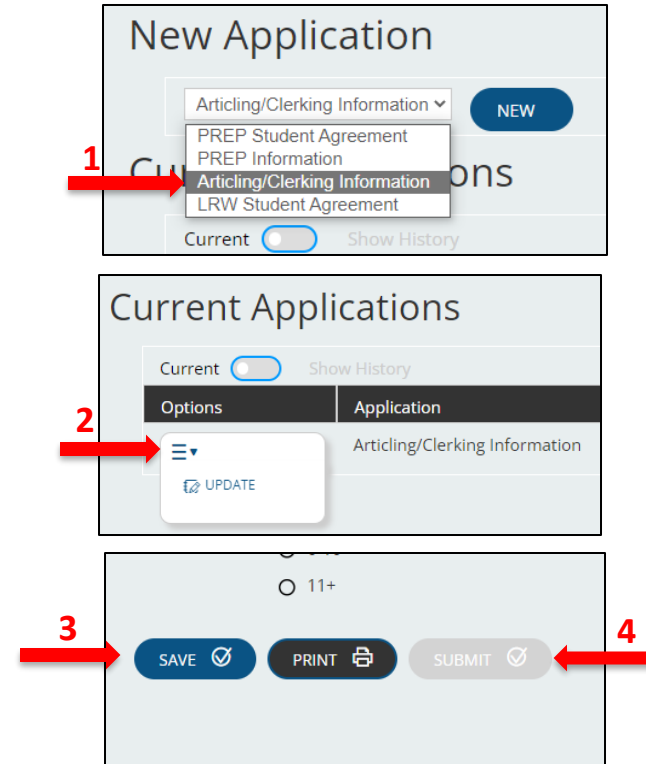


1. Go back to the ENROLMENT CHECKLIST.
2. **NOTE: Students who have not yet secured an articling position will skip this step.**
3. Click on the 'here' link in the 'Articling/Clerking' row to return to the new applications page.

1.	<input checked="" type="radio"/> Law Degree	Click here to view/edit details.
2.	<input type="radio"/> Articling/Clerking	Click here to view/edit details.
3.	<input type="radio"/> Alternate email and phone number	Click here to view/edit details.
4.	<input type="radio"/> PREP Information	Click here to enter information.
5.	<input type="radio"/> PREP Student Agreement	Click here to enter information.
6.	<input type="radio"/> Emergency Contact	Click here to view/edit details.
7.	<input type="radio"/> Registration	Click here to register.
8.	<input type="radio"/> Fees Paid	Click here to view/pay.

Step 2. Articling/Clerking Information

1. From the 'New Application' dropdown select the 'Articling/Clerking Information' option and click the **NEW** button to add the form to your profile.
2. Click the  button under 'Options' and then 'Update' to open the form and enter your information.
 - **NOTE: Your articling province must match the province of your PREP Registration as this will be used to determine your subsidy eligibility and the calculation of your tuition fees.**
3. Once you have completed the form click the **SAVE** button.
4. After saving the form you will need to click the **SUBMIT** button to fully submit the form.
5. **NOTE: If there are changes to your articling information after it has been submitted you must email admin@cpled.ca to have your form reset so that your updated information can be submitted.**



The image displays three screenshots of the CPLED application interface, illustrating the steps for adding and updating articling/clerking information.

Screenshot 1 (Top): Shows the 'New Application' screen. A dropdown menu is open, displaying options: 'PREP Student Agreement', 'PREP Information', 'Articling/Clerking Information' (highlighted), and 'LRW Student Agreement'. A red arrow labeled '1' points to the 'Articling/Clerking Information' option. A 'NEW' button is visible.

Screenshot 2 (Middle): Shows the 'Current Applications' screen. The 'Options' tab is selected, and a dropdown menu is open, displaying the 'UPDATE' button. A red arrow labeled '2' points to the 'UPDATE' button.

Screenshot 3 (Bottom): Shows the bottom of the application form. The 'SAVE' button is highlighted with a red arrow labeled '3'. The 'SUBMIT' button is also visible, with a red arrow labeled '4' pointing to it.


Step 3. Alternate Email and Phone Number

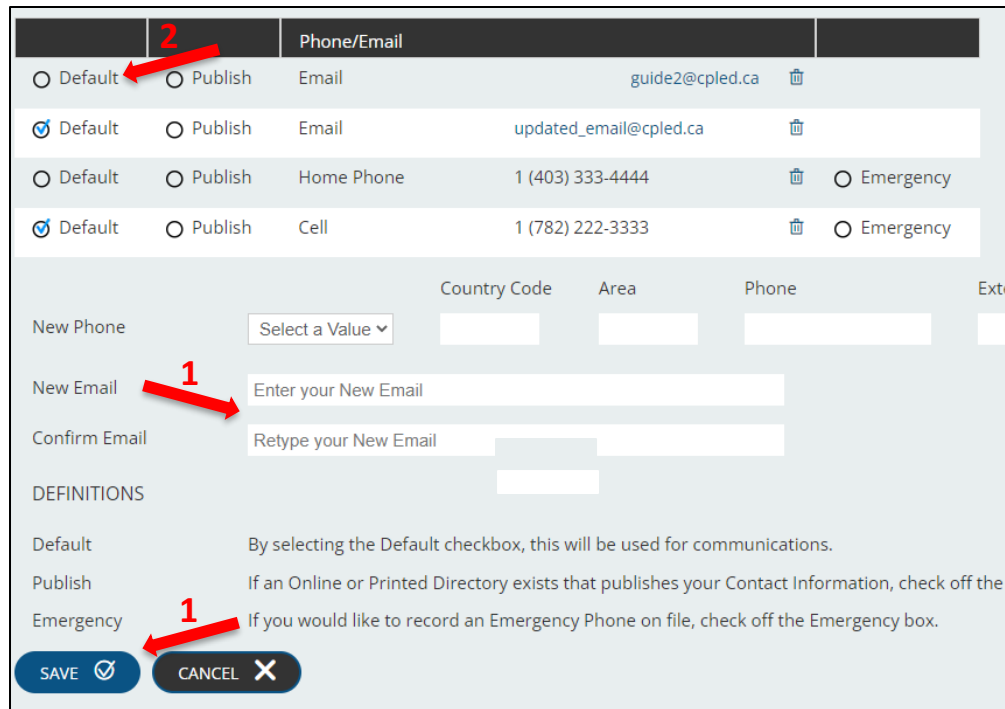


1. Go back to the ENROLMENT CHECKLIST.
2. Click on the 'here' link in the '**Alternate email and phone number**' row to visit the Telephone/Email page.

1.	<input checked="" type="radio"/> Law Degree	Click here to view/edit details.
2.	<input checked="" type="radio"/> Articling/Clerking	Click here to view/edit details.
3.	<input type="radio"/> Alternate email and phone number	Click here to view/edit details.
4.	<input type="radio"/> PREP Information	Click here to enter information.
5.	<input type="radio"/> PREP Student Agreement	Click here to enter information.
6.	<input type="radio"/> Emergency Contact	Click here to view/edit details.
7.	<input type="radio"/> Registration	Click here to register.
8.	<input type="radio"/> Fees Paid	Click here to view/pay.

Step 3. Alternate Email and Phone Number

1. Fill in both your alternate email address and alternate phone number under the 'New Phone' and 'New Email/Confirm Email' sections and click the  button.
2. Please note that your new email will automatically become the default email. If you wish to change the default settings, click the associated 'Default' button.



The screenshot shows a web form for updating contact information. At the top, a table lists existing email and phone entries. A red arrow labeled '2' points to the 'Default' radio button for the first email entry. Below this, the 'New Phone' section has a dropdown menu and input fields for Country Code, Area, and Phone. The 'New Email' section has an input field with a red arrow labeled '1' pointing to it. Below that is a 'Confirm Email' section with a matching input field. At the bottom, there are 'DEFINITIONS' for 'Default', 'Publish', and 'Emergency' checkboxes. A red arrow labeled '1' points to the 'SAVE' button at the bottom left, which has a checkmark icon. Next to it is a 'CANCEL' button with an 'X' icon.

	2	Phone/Email		
<input type="radio"/> Default	<input type="radio"/> Publish	Email	guide2@cpled.ca	
<input checked="" type="radio"/> Default	<input type="radio"/> Publish	Email	updated_email@cpled.ca	
<input type="radio"/> Default	<input type="radio"/> Publish	Home Phone	1 (403) 333-4444	<input type="radio"/> Emergency
<input checked="" type="radio"/> Default	<input type="radio"/> Publish	Cell	1 (782) 222-3333	<input type="radio"/> Emergency

New Phone: Select a Value ▾ [] [] [] []

New Email: 1 Enter your New Email []

Confirm Email: Retype your New Email []

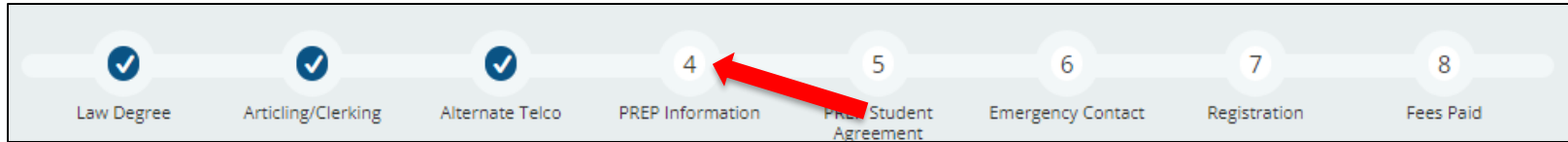
DEFINITIONS




Default: By selecting the Default checkbox, this will be used for communications.

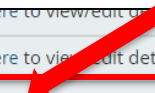
Publish: If an Online or Printed Directory exists that publishes your Contact Information, check off the

Emergency: 1 If you would like to record an Emergency Phone on file, check off the Emergency box.

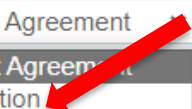
Step 4. PREP Information Form



1. Go back to the ENROLMENT CHECKLIST.
2. Click on the '**here**' link in the '**PREP Information**' row to return to the new applications page.
3. From the '**New Application**' dropdown select the '**PREP Information**' form and click the **NEW** button to add it to your profile.
4. Once the form has been added to your profile click the  button and select the '**Update**' option to fill out the form.
5. Once you have completed the form click the **SAVE**  button to save the form, then the **SUBMIT**  button to fully submit the form.



2.	<input checked="" type="checkbox"/> Articling/Clerking	Click here to view/edit details.
3.	<input checked="" type="checkbox"/> Alternate email and phone number	Click here to view/edit details.
4.	<input type="radio"/> PREP Information	Click here to enter information.
5.	<input type="radio"/> PREP Student Agreement	Click here to enter information.
6.	<input type="radio"/> Emergency Contact	Click here to view/edit details.



New Application

PREP Student Agreement **NEW**

PREP Student Agreement

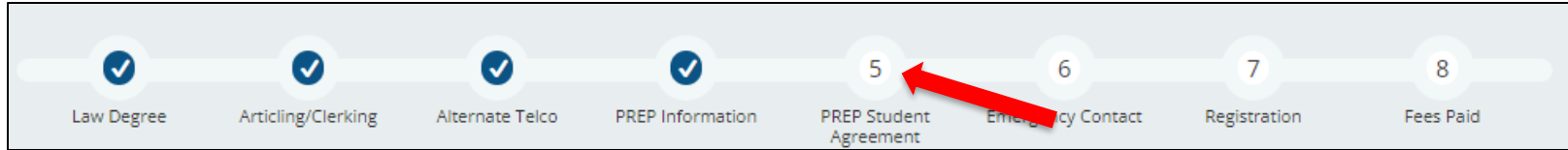
PREP Information


Articling/Clerking Information

LRW Student Agreement

Cu... ons


Step 5. PREP Student Agreement Form



1. Go back to the ENROLMENT CHECKLIST.
2. Click on the '**here**' link in the '**PREP Student Agreement**' row to return to the new applications page.
3. From the '**New Application**' dropdown select the '**PREP Information**' form and click the **NEW** button to add it to your profile.
4. **NOTE: The 'PREP Information' and 'PREP Student Agreement' are separate forms that will both need to be added to a student account.**
5. Once the form has been added to your profile click the  button and select the '**Update**' option to fill out the form.
6. Once you have completed the form click the **SAVE** button to save the form, then the **SUBMIT** button to fully submit the form.

3.	<input checked="" type="checkbox"/> Alternate email and phone number	Click here to view/edit details.
4.	<input checked="" type="checkbox"/> PREP Information	Click here to view/edit details.
5.	<input type="radio"/> PREP Student Agreement	Click here to enter information.
6.	<input type="radio"/> Emergency Contact	Click here to view/edit details.

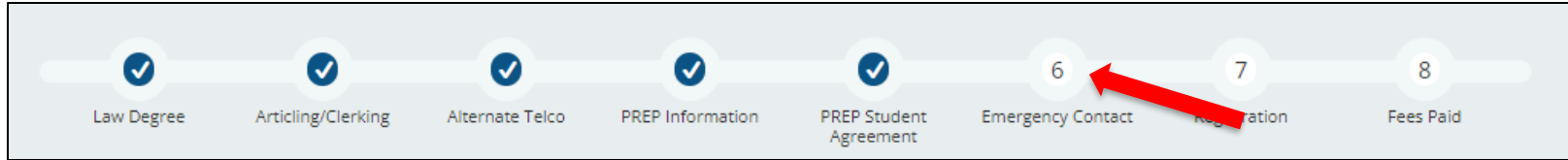
New Application

PREP Student Agreement 

PREP Student Agreement
Articling/Clerking Information
LRW Student Agreement

NEW

Step 6. Emergency Contact Information



1. Go back to the ENROLMENT CHECKLIST.
2. Click on the 'here' link in the '**Emergency Contact**' row to access the '**New Contact**' page.
3. Complete the '**New Contact**' information page and click the **SAVE** button to submit.
4. **NOTE: You must click the 'Yes, this is my Emergency Contact' option to receive the enrolment checklist checkmark.**

4.	<input checked="" type="checkbox"/> PREP Information	Click here to view/edit details.
5.	<input checked="" type="checkbox"/> PREP Student Agreement	Click here to view/edit details.
6.	<input type="radio"/> Emergency Contact	Click here to view/edit details.
7.	<input type="radio"/> Registration	Click here to register.

New Contact

Type

First

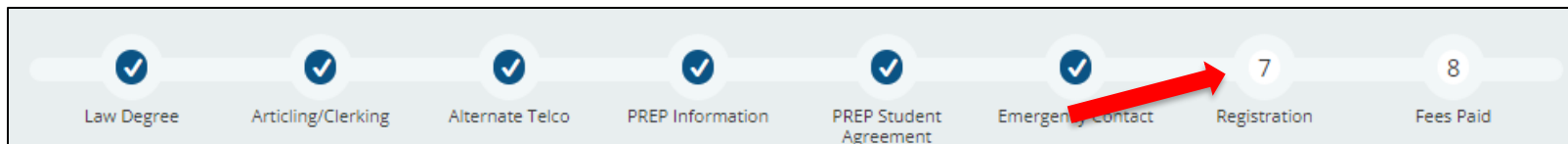
OPTIONS

- ☐ Yes, this is my Emergency Contact.
- ☐ Yes, I want this Contact to receive all email broadcasts I receive.

SAVE

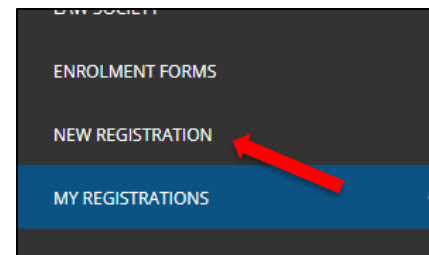
CANCEL

Step 7. Registration



1. Go back to the **ENROLMENT CHECKLIST**.
2. Click on the 'here' link in the 'Registration' row to access the 'New Registration' page.
3. **NOTE: You must register into the phases of PREP in chronological order**
 1. Foundation Modules
 2. Foundation Workshops
 3. Virtual Law Firm
 4. Capstone
4. After registering in a course you can return to the course catalog by clicking the '**NEW REGISTRATION**' link from the lefthand menu.

5.	<input checked="" type="radio"/> PREP Student Agreement	Click here to view/edit details.
6.	<input checked="" type="radio"/> Emergency Contact	Click here to view/edit details.
7.	<input type="radio"/> Registration	Click here to register.
8.	<input type="radio"/> Fees Paid	Click here to view/pay.



Step 7. Register for Phase 1 – Foundation Modules

1. Ensure the current year is selected in the '**Year**' dropdown list.
2. From the '**Location**' dropdown select the province you wish to register in, then click the **SEARCH** button
3. From the '**Filter by Program**' dropdown select either '**PREP – Foundation Modules**' or '**Accelerated PREP – Foundation Modules**' based on your intended intake.
4. Click the '**REGISTER**' link to register into your selected course.
5. You can click the '**SHOW SCHEDULE**' link for additional information on the course, including start and end dates, as well as associated tuition fees.

The registration form includes a 'Year' dropdown set to '2023' (arrow 1), a 'Location' dropdown (arrow 2), and a 'SEARCH' button (arrow 2). Below these are 'Filter by Program' and 'by Schedule' dropdowns (arrow 3).

The course details page for 'Jun 2023 PREP - Foundation Modules' shows 'Location: ALBERTA', 'Schedule: FM', and '[1] Phases: SHOW SCHEDULE' (arrow 5). At the bottom, it displays 'Registration Status: REGISTER' (arrow 4) and 'Close Date: JUL 12 2023'.

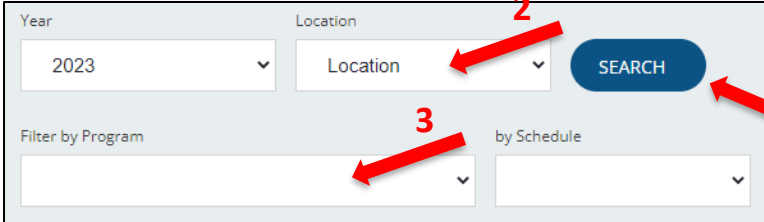
PREP - Foundation Modules Program Schedule

PHASES

Name	Format	Location	Start Date	End Date	Fee	Law Society of Alberta Subsidy	Due Date
Foundation Modules	Online		Jun-21-2023	Aug-21-2023	1,525.00	-650.00	Jul-12-2023

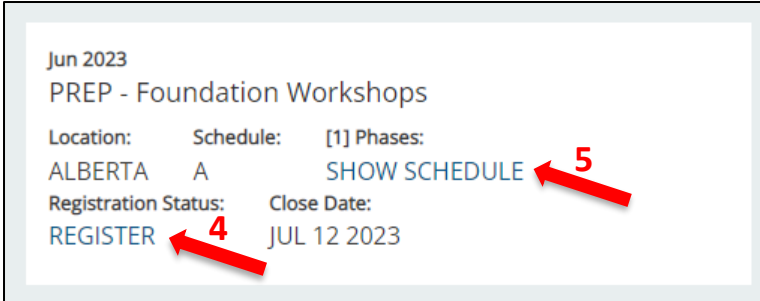
Step 7. Register for Phase 2 – Foundation Workshops

1. Ensure the current year is selected in the '**Year**' dropdown list.
2. From the '**Location**' dropdown select the province you wish to register in, then click the **SEARCH** button
3. From the '**Filter by Program**' dropdown select either '**PREP – Foundation Workshops**' or '**Accelerated PREP – Foundation Workshops**' based on your intended intake.
4. Click the '**REGISTER**' link to register into your selected course.
5. You can click the '**SHOW SCHEDULE**' link for additional information on the course, including start and end dates, as well as associated tuition fees.



The registration form contains the following elements:

- Year:** A dropdown menu with '2023' selected. A red arrow labeled '1' points to it.
- Location:** A dropdown menu with 'Location' as the placeholder text. A red arrow labeled '2' points to it.
- SEARCH:** A blue button. A red arrow labeled '2' points to it.
- Filter by Program:** A dropdown menu. A red arrow labeled '3' points to it.
- by Schedule:** A dropdown menu.



The course details section displays the following information:

- Jun 2023**
- PREP - Foundation Workshops**
- Location:** ALBERTA
- Schedule:** A
- [1] Phases:** [SHOW SCHEDULE](#) (A red arrow labeled '5' points to this link)
- Registration Status:** [REGISTER](#) (A red arrow labeled '4' points to this link)
- Close Date:** JUL 12 2023

PREP - Foundation Workshops Program Schedule

PHASES

Name	Format	Location	Start Date	End Date	Fee	Law Society of Alberta Subsidy	Due Date
Foundation Workshop	Online		Sep-13-2023	Oct-20-2023	1,525.00	-650.00	Sep-06-2023

Step 7. Register for Phase 3 – Virtual Law Firm

1. Ensure the current year is selected in the 'Year' dropdown list.
2. From the 'Location' dropdown select the province you wish to register in, then click the [SEARCH](#) button
3. From the 'Filter by Program' dropdown select either '**PREP – Virtual Law Firm**' or '**Accelerated PREP – Virtual Law Firm**' based on your intended intake.
4. Click the '**REGISTER**' link to register into your selected course.
5. You can click the '**SHOW SCHEDULE**' link for additional information on the course, including start and end dates, as well as associated tuition fees.

The registration form includes a 'Year' dropdown set to '2023', a 'Location' dropdown, and a 'SEARCH' button. Below these are 'Filter by Program' and 'by Schedule' dropdowns. Red arrows point to the 'Year' dropdown (1), the 'Location' dropdown (2), and the 'Filter by Program' dropdown (3).

Jun 2023
PREP - Virtual Law Firm
Location: ALBERTA Schedule: VLF [1] Phases: SHOW SCHEDULE
Registration Status: REGISTER Close Date: JUL 12 2023
Red arrows point to the 'REGISTER' link (4) and the 'SHOW SCHEDULE' link (5).

PREP - Virtual Law Firm Program Schedule

PHASES

Name	Format	Location	Start Date	End Date	Fee	Law Society of Alberta Subsidy	Due Date
Virtual Law Firm	Online		Nov-04-2023	Mar-06-2024	1,525.00	-650.00	Oct-25-2023

Step 7. Register for Phase 4 – Capstone

1. Ensure the current year is selected in the **'Year'** dropdown list.
2. From the **'Location'** dropdown select the province you wish to register in, then click the **SEARCH** button
3. From the **'Filter by Program'** dropdown select either **'PREP – Capstone'** or **'Accelerated PREP – Capstone'** based on your intended intake.
4. Click the **'REGISTER'** link to register into your selected course.
5. You can click the **'SHOW SCHEDULE'** link for additional information on the course, including start and end dates, as well as associated tuition fees.

The registration form contains the following elements:

- Year:** A dropdown menu with '2023' selected. A red arrow labeled '1' points to it.
- Location:** A dropdown menu with 'Location' selected. A red arrow labeled '2' points to it.
- SEARCH:** A blue button. A red arrow labeled '2' points to it.
- Filter by Program:** A dropdown menu. A red arrow labeled '3' points to it.
- by Schedule:** A dropdown menu.

Jun 2023
PREP - Capstone

Location: ALBERTA Schedule: B [1] Phases: SHOW SCHEDULE


Registration Status: REGISTER Close Date: JUL 12 2023

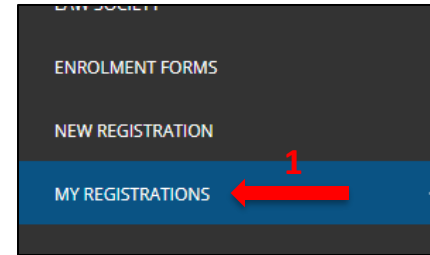
PREP - Capstone Program Schedule

PHASES

Name	Format	Location	Start Date	End Date	Fee	Law Society of Alberta Subsidy	Due Date
Capstone	Online		Mar-11-2024	Mar-14-2024	1,525.00	-650.00	Feb-28-2024





Step 7. Confirm Registration

1. You may confirm that your registration into each of the four (4) phases of PREP was successful by reviewing the '**MY REGISTRATIONS**' page.
2. From this page you can view the start date, tuition amount, payment due date, and tuition balance owing.
3. If you have made any mistakes you can cancel your enrolment by clicking the  button under '**Options**' and selecting **X CANCEL**.

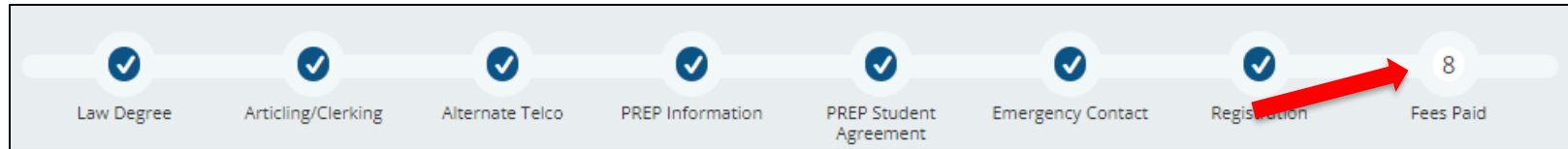


Current Registrations

Current ☐ Show History

Options	Program	Location	Start Date	Registration Status	Invoice	Amount	Due Date	Balance
	PREP - Capstone	Alberta	Mar-11-2024	Pending	4097119	1,601.25	Feb-28-2024	1,601.25
	PREP - Virtual Law Firm	Alberta	Nov-04-2023	Pending	4097118	1,601.25	Oct-25-2023	1,601.25
	PREP - Foundation Workshops	Alberta	Sep-13-2023	Pending	4097117	1,601.25	Sep-06-2023	1,601.25
	PREP - Foundation Modules	Alberta	Jun-21-2023	Pending	4097116	1,601.25	Jul-12-2023	1,601.25

Step 8. Payment



1. Go back to the ENROLMENT CHECKLIST.
2. Click on the '[here](#)' link in the '**Fees Paid**' row to access the '**Account**' page.

1.	<input checked="" type="checkbox"/> Law Degree	Click here to view/edit details.
2.	<input checked="" type="checkbox"/> Articling/Clerking	Click here to view/edit details.
3.	<input checked="" type="checkbox"/> Alternate email and phone number	Click here to view/edit details.
4.	<input checked="" type="checkbox"/> PREP Information	Click here to view/edit details.
5.	<input checked="" type="checkbox"/> PREP Student Agreement	Click here to view/edit details.
6.	<input checked="" type="checkbox"/> Emergency Contact	Click here to view/edit details.
7.	<input checked="" type="checkbox"/> Registration	Click here to view details.
8.	<input type="radio"/> Fees Paid	Click here to view/pay.

Step 8. Payment by Student

For students who will be submitting payment themselves please follow the below instructions

1. Click the ☐ Pay button to begin payment for your selected phase.
2. Review the payment details and select your payment method, then click the **CONFIRM** button to continue.
3. Click the **I CERTIFY** button to certify that you will remit payment to CPLED. This will generate your invoice and you will receive an email from no-reply@memberpro.net with remittance information.
4. You may also click the **PRINT** button to view a copy of your invoice.

Current Account

Current ☒ Show History

	Payment	Description	Date	Invoice	Description	Amount	Due	Options
<input type="radio"/> Pay	Outstanding		Apr-18-2023	4097119	Capstone	1601.25	1601.25	⋮
<input type="radio"/> Pay	Outstanding		Apr-18-2023	4097118	Virtual Law Firm	1601.25	1601.25	⋮
<input type="radio"/> Pay	Outstanding		Apr-18-2023	4097117	Foundation Workshop	1601.25	1601.25	⋮
<input type="radio"/> Pay	Outstanding		Apr-18-2023	4097116	Foundation Modules	1601.25	1601.25	⋮

CHOOSE A PAYMENT METHOD

☒ Electronic Bill Payment (EBP)

CONFIRM **CANCEL**

PAY BY ELECTRONIC BILL PAYMENT (EBP)


Allow 3-5 business days from the date of payment for processing.

I certify that I have, or that I will, remit payment to the Canadian Centre for Professional Legal Education (CPLED).

I CERTIFY **CANCEL**

Step 8. Payment by Student

1. Review your invoice to find your **a.** student ID/account no, **b.** payment due date, and **c.** total tuition amount due
2. If applicable, you will see a Law Society subsidy applied to your invoice.
3. **NOTE: Your student-at-law status will need to be confirmed with your Law Society directly by CPLED prior to the subsidy being applied to your tuition.**
4. Payment typically takes 3-5 business days to process, however once your payment for phase 1 Foundation Modules is received CPLED will contact you with your login information and next steps.



CPLED
Canadian Centre for
Professional Legal Education

INVOICE

Registration Guide	Account No	3130
111 Fake St	CPLED No	3130
Halifax NS CA T1H 3G9	Invoice No	4097117
	Invoice Date	18 April 2023
	Due Date	06 September 2023


INVOICED AMOUNT





Foundation Workshop - Tuition Fee	1,525.00
GST 5% (86207 2949 RT0001)	76.25
Total CDN	1,601.25



Red arrows labeled a, b, and c point to the Account No, Due Date, and Total CDN respectively.

Step 8. Payment by Firm

For students whose firm will be submitting payment on their behalf please follow the below instructions


1. From the 'Enrolment Checklist' page click on the 'here' link in the 'Fees Paid' row to access the 'Account' page.
2. Click the  button under 'Options' and select 'Print Invoice/Receipt', this will generate an invoice that you may provide to your firm.

4.	 PREP Information	Click here to view/edit details.
5.	 PREP Student Agreement	Click here to view/edit details.
6.	 Emergency Contact	Click here to view/edit details.
7.	 Registration	Click here to view details.
8.	<input type="radio"/> Fees Paid	Click here to view/pay.

Current Account							
Current <input type="checkbox"/>		Show History					
	Payment Description	Date	Invoice	Description	Amount	Due	Options
<input type="radio"/> Pay	Outstanding	Apr-18-2023	4097119	Capstone	1601.25	1601.25	 PRINT INVOICE/RECEIPT 
<input type="radio"/> Pay	Outstanding	Apr-18-2023	4097118	Virtual Law Firm	1601.25	1601.25	
<input type="radio"/> Pay	EBP Due	Apr-18-2023	4097117	Foundation Workshop	1601.25	1601.25	
<input type="radio"/> Pay	EBP Due	Apr-18-2023	4097116	Foundation Modules	1601.25	1601.25	

Step 8. Payment by Firm

1. Review your invoice(s) to find your **a.** student ID/account no, **b.** payment due date, and **c.** total tuition amount due.
2. We ask that firms send an email to accounting@cpled.ca after submitting tuition fees to include the following details:
 - Student's full name(s) and CPLED student number(s)
 - Amount of payment to be applied to each student
 - Invoice number(s) to apply the payment
 - Date payment was made
3. If applicable, you will see a Law Society subsidy applied to your invoice.
4. **NOTE: Your student-at-law status will need to be confirmed with your Law Society directly by CPLED prior to the subsidy being applied to your tuition.**
5. Payment typically takes 3-5 business days to process, however once your payment for phase 1 Foundation Modules is received CPLED will contact you with your login information and next steps.



CPLED
Canadian Centre for
Professional Legal Education

INVOICE

Registration Guide	Account No	3130
111 Fake St	CPLED No	3130
Halifax NS CA T1H 3G9	Invoice No	4097117
	Invoice Date	18 April 2023
	Due Date	06 September 2023

INVOICED AMOUNT

Foundation Workshop - Tuition Fee	1,525.00
GST 5% (86207 2949 RT0001)	76.25
Total CDN	1,601.25

Red arrows labeled 'a', 'b', and 'c' point to the Account No, Due Date, and Total CDN respectively.