

## PREP Policy Definitions

This document provides an explanation of defined terms used in **PREP** policies. Terms are listed in alphabetical order.

**Appeal Committee** is the committee responsible for considering **PREP Students'** appeals of the **CEO's** decisions in accordance with the [PREP Reconsideration and Appeal Policy](#).

**Appeal Panel** is comprised of the **Appeal Committee** members assigned to hear an appeal in accordance with the [PREP Reconsideration and Appeal Policy](#).

**Appeal Record** consists of a written reconsideration decision and an electronic copy of the materials considered by the **CEO** in making the reconsideration decision (excluding any privileged information) in accordance with the [PREP Reconsideration and Appeal Policy](#).

**Canadian Common Law Degree** is a common law degree received through a Canadian law school program approved by the **Federation**.

**Capstone Attempt** is a **Student's** participation in the **Capstone Evaluation**. The use of **Capstone Attempts** is governed by the [PREP Capstone Evaluation Policy](#).

**Capstone Evaluation** or **PREP Capstone Evaluation** is the evaluative phase of **PREP**. Pass requirements for the **Capstone Evaluation** are set out in the [PREP Capstone Evaluation Policy](#).

**Capstone Materials** are the assignment instructions, written assignments, rubrics, and oral skills recordings from a **Student's Capstone Attempt** that are disclosed as part of the reconsideration process under the [PREP Reconsideration and Appeal Policy](#).

**CEO** is the Chief Executive Officer of CPLED (or their designate).

**Certificate of Qualification** is defined by the **Federation** as: a document issued to a **Student** by the Federation's National Committee on Accreditation and shows that a **Student's** knowledge of Canadian law is similar to the knowledge of someone who received their degree through an approved Canadian law school program.

**Commencement Date** is the **Program Start Date** of the **PREP Intake** in which a **Student** originally registered.

**CPLED-led Action** is a decision which is initiated by CPLED.

**Disciplinary** is any punitive measure taken by CPLED in response to a breach finding under the [CPLED Professional Integrity Policy](#).

**Expelled Student** is a **Student** who is subject to **Expulsion**.

**Expulsion** is the **Disciplinary** removal of a **Student** from their program by CPLED for an extended period. **Students** may apply to return to **PREP** after **Expulsion** in accordance with the terms outlined in the [PREP Admission and Registration Policy](#).

**Federation** is the Federation of Law Societies of Canada. The National Committee on Accreditation (the NCA) falls under the **Federation**.

**Foundation Modules** is the first **Phase** of **PREP**. Completion requirements for the **Foundation Modules** are set out in the [PREP Progression Policy](#).

**Foundation Workshops** is the second **Phase** of **PREP**. Completion requirements for the **Foundation Workshops** are set out in the [PREP Progression Policy](#).

**Fourth Capstone Attempt** is a **Capstone Attempt** that is subject to approval by CPLED because the **Student** has failed the **Capstone Evaluation** three times. **Fourth Capstone Attempts** are governed by the [PREP Capstone Evaluation Policy](#).

**Intake** is a scheduled **PREP** offering.

**Late Assignment** is an assignment that is submitted after the assignment deadline.

**Missed Assignment** is an assignment that is not submitted or attended.

**Missed Capstone Submission** is any assignment during the **Capstone Evaluation** that is not submitted or attended or is submitted after the deadline.

**Phase** is one of the four stages of **PREP**: **Foundation Modules**, **Foundation Workshops**, **Virtual Law Firm**, and the **Capstone Evaluation**.

**Phase Start Date** is the date when **PREP Students** are granted access to program materials at the beginning of any **Phase**.

**PREP** is CPLED's Practice Readiness Education Program. This includes the Accelerated delivery.

**Practice Group** is a CPLED-assigned small group of **Students** for the purposes of pairing for oral skills assignments, giving and receiving feedback, and networking during the **Virtual Law Firm Phase**.

**Program Completion Deadline** is the permitted timeframe for a **Student** to complete **PREP**. **Program Completion Deadlines** are governed by the [PREP Admission and Registration Policy](#).

**Program Start Date** is the date when eligible **Students** are granted access to program materials at the beginning of their **Intake**.

**Statement of Results** is a record that informs **Students** of the outcome of their **Capstone Evaluation**.

**Student Agreement** (formerly known as the academic integrity statement) is an agreement to abide by CPLED policies and procedures signed by all **Students** upon entry to their program.

**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.

**Student-led Action** is a decision which is initiated by a **Student**.

**Suspended Student** is a **Student** who is subject to **Suspension**.

**Suspension** is the temporary **Disciplinary** removal of a **Student** from their program by CPLED. **Students** may return to **PREP** after **Suspension** in accordance with the terms outlined in the [PREP Admission and Registration Policy](#).

**Unenrollment** is the non-**Disciplinary** removal of a **Student** from their program by CPLED. **Students** may return to **PREP** after **Unenrollment** in accordance with the terms outlined in the [PREP Admission and Registration Policy](#).

**Virtual Law Firm** is the third **Phase** of **PREP**. Completion requirements for the **Virtual Law Firm** are set out in the [PREP Progression Policy](#).

**Withdrawal** is the request by a **Student** to be removed from their current program **Intake**. Withdrawal can be a temporary or permanent decision. **Students** may return to **PREP** after **Withdrawal** in accordance with the terms outlined in the [PREP Admission and Registration Policy](#).