



# Canadian Legal Research and Writing (CLRW) Student Registration User Guide

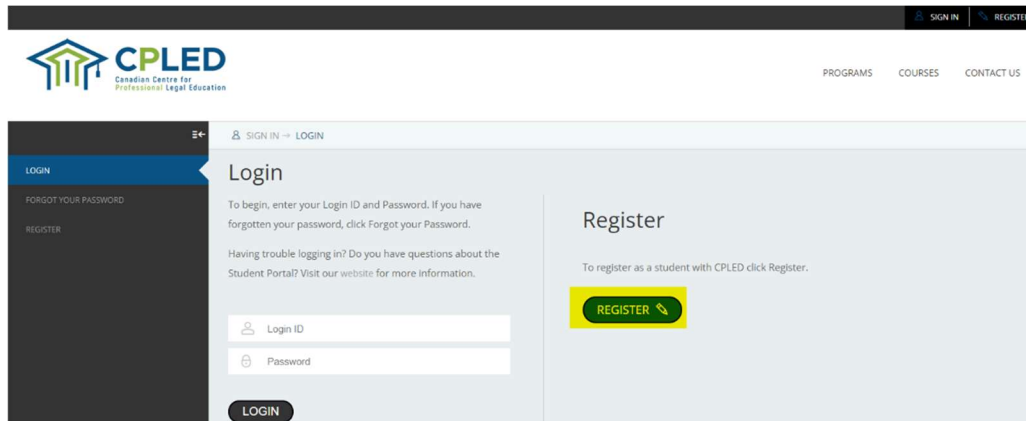
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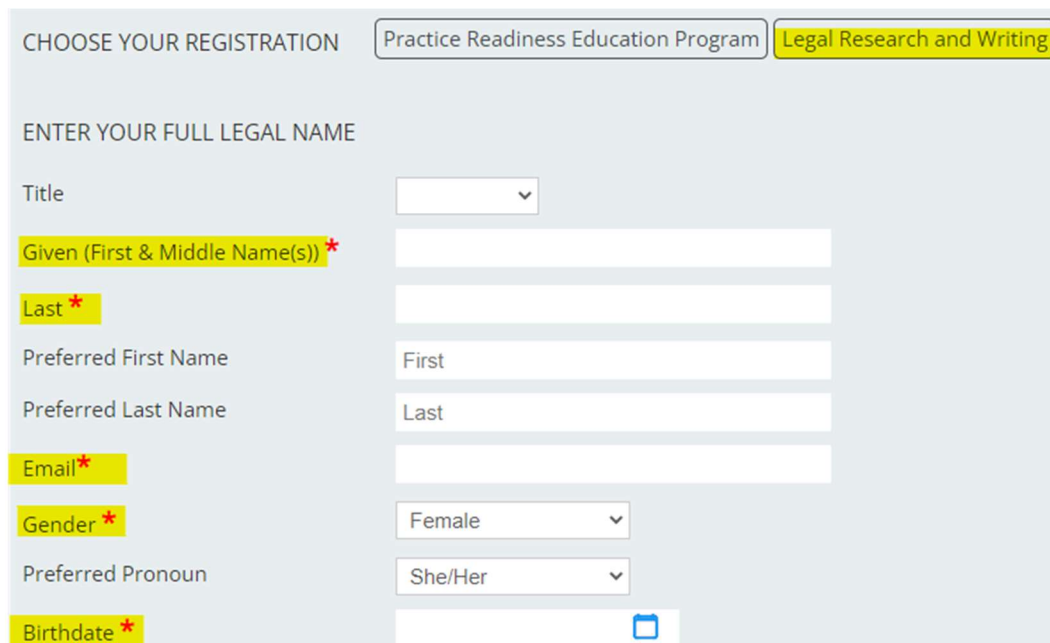
This User Guide provides you with detailed step-by-step instructions on how to register for the CPLD Canadian Legal Research and Writing (CLRW) course.

## Creating a student profile



To create a student profile, go to [CPLD's Registration](#) site and click on **REGISTER**. Ensure you are registering for Legal Research and Writing, and that you complete all fields marked with an asterisk (\*).

**Note: If you already have an account, log in using your current Login ID and Password.**

A screenshot of the registration form. At the top, there are two buttons: 'Practice Readiness Education Program' and 'Legal Research and Writing', with the latter highlighted in yellow. Below this is the heading 'ENTER YOUR FULL LEGAL NAME'. The form contains several fields: 'Title' (a dropdown menu), 'Given (First & Middle Name(s)) \*', 'Last \*', 'Preferred First Name' (with 'First' entered), 'Preferred Last Name' (with 'Last' entered), 'Email \*', 'Gender \*' (with 'Female' selected in a dropdown), 'Preferred Pronoun' (with 'She/Her' selected in a dropdown), and 'Birthdate \*' (with a calendar icon). The asterisks indicate required fields.

CPLED collects statistics on the composition of its students to better understand the demographics and to create a more inclusive learning environment. Select one of the following options and click **SUBMIT** at the bottom of the page.

PLEASE INDICATE IF ANY OF THE FOLLOWING APPLY TO YOU (SELECT ALL THAT APPLY) \*

- Indigenous (First Nations, Metis, Inuit, Non-status First Nation)
- Racialized
- English as a second language
- LGBTQSI+ (Lesbian/Gay/Bisexual/Transgender/Queer/Two-Spirited/Intersex)
- Non-binary
- Person with Disability
- I do not identify with any of these characteristics
- I choose not to answer this question
- Prefer to self-identify

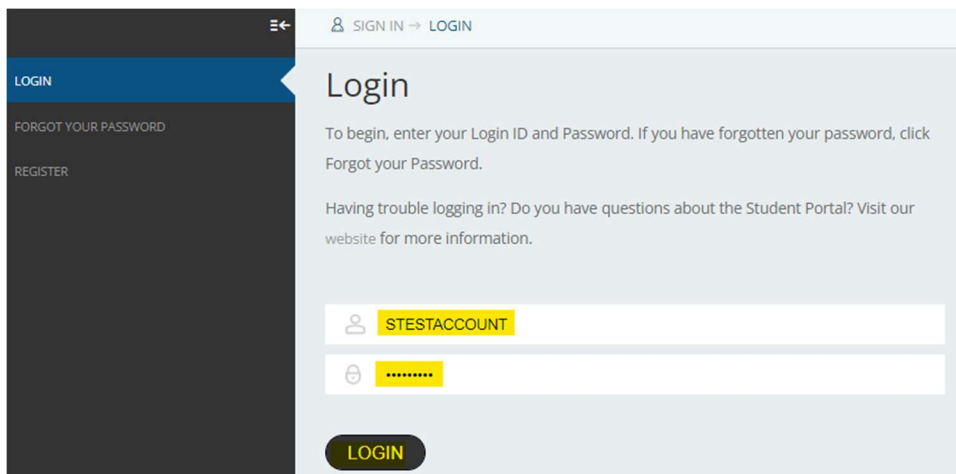
You will receive an email from [no-reply@memberpro.net](mailto:no-reply@memberpro.net) once your profile has been created. The email will contain your Login ID and temporary password, which are required to continue with the registration process.

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**If you do not receive this email, check your junk folder or review your firewall settings. If you have not received your welcome email within 24 hours, contact CPLED at [admin@cpled.ca](mailto:admin@cpled.ca)**

## Logging in to your profile

Enter your Login ID and temporary password on the CPLED registration site to log in.



The screenshot shows a mobile-style login interface. On the left is a dark sidebar with navigation links: LOGIN, FORGOT YOUR PASSWORD, and REGISTER. The main content area has a header with a user icon and 'SIGN IN → LOGIN'. Below this is the title 'Login' and instructions: 'To begin, enter your Login ID and Password. If you have forgotten your password, click Forgot your Password.' and 'Having trouble logging in? Do you have questions about the Student Portal? Visit our website for more information.' There are two input fields: the first contains 'STESTACCOUNT' and the second contains masked characters '.....'. A yellow 'LOGIN' button is at the bottom.

You will be prompted to create your own unique password when logging in for the first time.

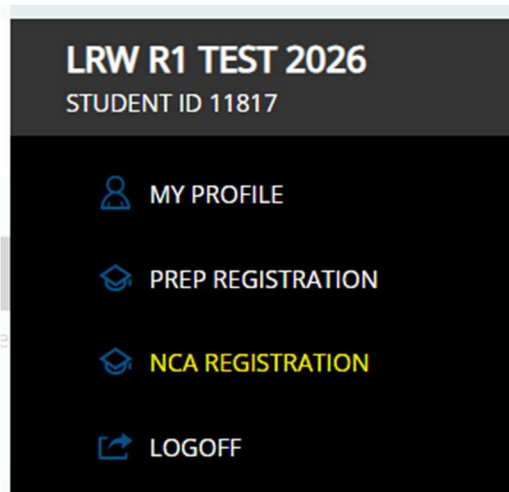
Once you have created a new password, you will be prompted to log in with your new credentials. Your Login ID will remain the same and you will use the new password that you have created.

If you forget your password, use the password recovery link to create a new password. You will need to enter your Login ID and profile email address. You will receive a password reset email from [no-reply@memberpro.net](mailto:no-reply@memberpro.net). This email will contain your Login ID and a new temporary password.

## Enrolment Checklist

Once logged in, you will land on the Enrolment Checklist page.

If you do not see the link to the Enrolment Checklist at any point, go to the dropdown menu at the top right of the page and hover over the down arrow. This dropdown menu contains a link to **NCA Registration**, which will take you to the **NCA Enrolment Checklist**.



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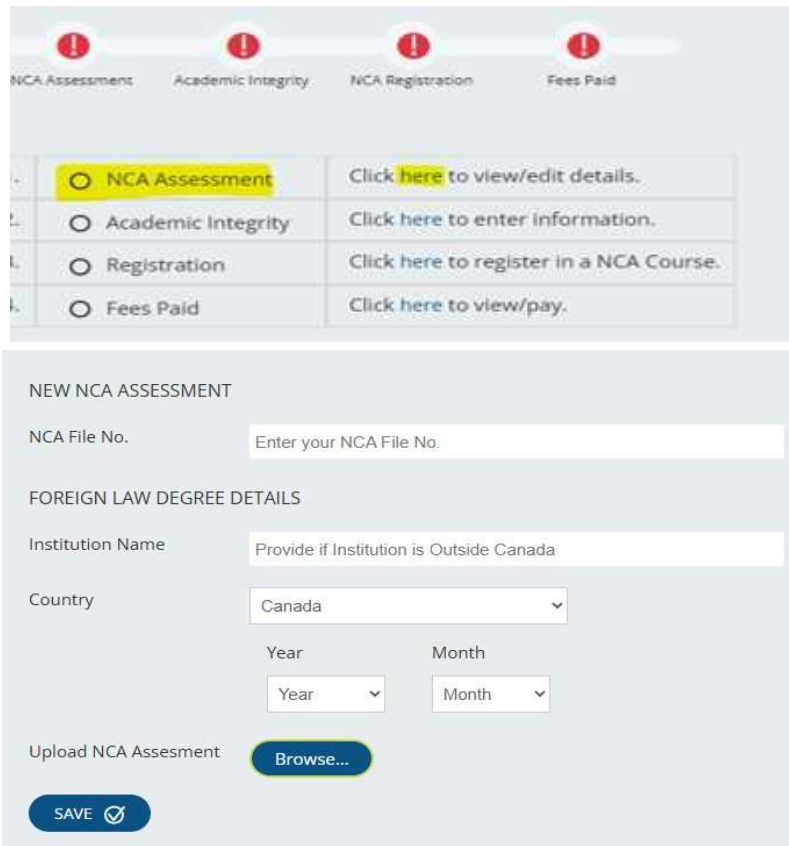
To register in the course go to “New Registrations” from the right-hand menu options and register for your preferred LRW Intake.

If you are an existing IPL student registering for LRW, go to the Enrolment Forms > select LRW Student Agreement, Fill & Submit.

If you are registering for both LRW and IPL at the same time, you need to sign and submit both student agreements.

## Step 1. Enter your NCA Assessment information

Go to the Enrolment Checklist and click **here** to view/edit details.



The screenshot shows a progress bar at the top with four items: NCA Assessment, Academic Integrity, NCA Registration, and Fees Paid. Below the progress bar is a checklist table:

<input type="radio"/> NCA Assessment	Click <b>here</b> to view/edit details.
<input type="radio"/> Academic Integrity	Click here to enter information.
<input type="radio"/> Registration	Click here to register in a NCA Course.
<input type="radio"/> Fees Paid	Click here to view/pay.

Below the checklist is the 'NEW NCA ASSESSMENT' form:

NCA File No.

FOREIGN LAW DEGREE DETAILS

Institution Name

Country

Year  Month

Upload NCA Assessment

Enter your NCA File No. and your foreign law degree details. Use the **Browse** button to upload a copy of your NCA assessment and click **SAVE**.

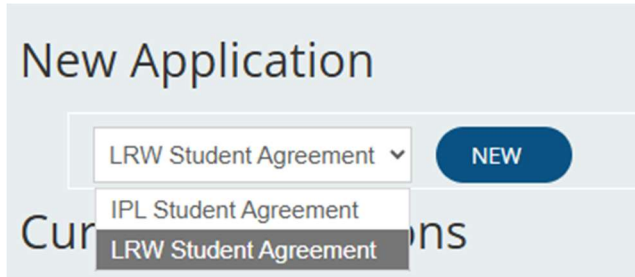
**Note: If you do not yet have your NCA Assessment Report but have already started the NCA application process, upload your NCA Application instead. If you have not started the NCA process, you must email [admin@cpled.ca](mailto:admin@cpled.ca) before proceeding.**

**Your NCA Assessment status will remain unchecked until after you have registered for an active intake of LRW. Your NCA Assessment Report will be manually reviewed and confirmed by CPLED.**

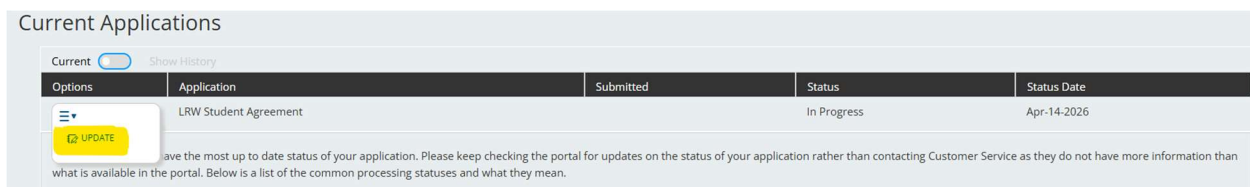
Options	Assessment	NCA File No.	Country	Year	Month	Document	Assessment Status
☰	NCA Assessment	202152	Brazil	2010	Oct	NCA Assessment Document.pdf	Pending

## Step 2. Complete the Academic Integrity declaration form

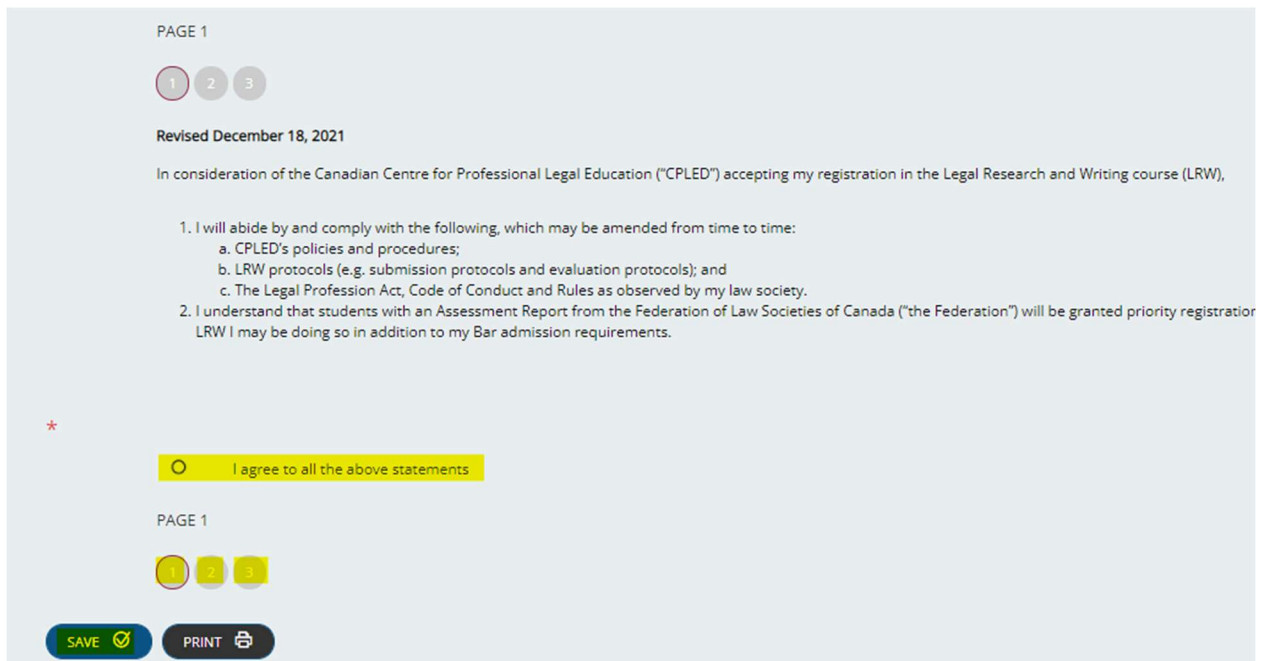
Add the LRW Student Agreement from the **New Application** section by choosing the agreement and clicking on **NEW**.



Click on the collapsed menu icon under **Options** and then click **UPDATE** to open the **LRW Student Agreement**.



Carefully read through each of the three pages, checking off “I agree to all the above statements” and then clicking **SAVE** at the bottom of each page.



PAGE 1

1 2 3

Revised December 18, 2021



In consideration of the Canadian Centre for Professional Legal Education (“CPLED”) accepting my registration in the Legal Research and Writing course (LRW),

- I will abide by and comply with the following, which may be amended from time to time:
  - CPLED’s policies and procedures;
  - LRW protocols (e.g. submission protocols and evaluation protocols); and
  - The Legal Profession Act, Code of Conduct and Rules as observed by my law society.
- I understand that students with an Assessment Report from the Federation of Law Societies of Canada (“the Federation”) will be granted priority registration. LRW I may be doing so in addition to my Bar admission requirements.

\*  I agree to all the above statements

PAGE 1

1 2 3

**SAVE**  **PRINT** 

On the last page, check off **both** the statement agreement and the certification and click **SAVE**. Once the form is saved, click **SUBMIT** at the bottom of the page to submit the form.

This step will remain “In Progress” unless submitted properly. You must click **SUBMIT** at the bottom of the page to complete this step.

\*  I agree to all the above statements

\*  I certify that all the information contained in this form is true and correct.

By clicking Submit, the status of your Form will be updated to Complete and you will not be able to edit the information.

### Step 3. CLRW Course Registration

Click **SEARCH** to view the available CLRW courses:

Year:  Location:

Filter by Class:  by Registration:

Showing 4 results of 4


< Prev Next >

<p>Sep 30 2024 Articing Assist Location: Event Info: Dec 31 2024 ONLINE ARTICLING ASSIST DETAILS Registration Status: Close Date: UNAVAILABLE ONLINE DEC 31 2024</p>	<p>Jan 15 2025 Legal Research &amp; Writing Location: Event Info: Mar 05 2025 ONLINE LEGAL RESEARCH &amp; WRITING DETAILS Registration Status: Open Date: PENDING DEC 04 2024</p>	<p>Mar 05 2025 Legal Research &amp; Writing Location: Event Info: Apr 23 2025 ONLINE LEGAL RESEARCH &amp; WRITING DETAILS Registration Status: Open Date: PENDING JAN 29 2025</p>
<p>Apr 30 2025 Legal Research &amp; Writing Location: Event Info: Jun 18 2025 ONLINE LEGAL RESEARCH &amp; WRITING DETAILS Registration Status: Open Date: PENDING MAR 26 2025</p>		

Once registration has opened for your chosen intake, choose **CLICK HERE TO REGISTER**:

Jan 26 2022	Legal Research & Writing	Registration Status:	Close Date:
Mar 23 2022	ONLINE LEGAL RESEARCH & WRITING DETAILS	<a href="#" style="background-color: yellow;">CLICK HERE TO REGISTER</a>	JAN 19 2022

Click **I ACCEPT** to confirm your registration and generate an invoice for the LRW course.



### Step 2 - Accept

Invoice	Date
4126676	Apr-14-2026

Qty	Description	Amount	Total
1	Legal Research & Writing - Registration Fee	475.00	475.00
	Sub Total		475.00
	GST 5%		23.75
	CDN Total		498.75


Students are personally responsible for their fees and to ensure payments are made in a timely manner. No further invoices will be issued. Please be advised that students will not receive access to course materials until their tuition fee payment(s) have been processed.

CHOOSE YOUR PAYMENT METHOD

Electronic Bill Payment (EBP)

TERMS AND CONDITIONS

Click **I CERTIFY** to confirm that you will remit payment for the invoice. See Step 4 for information on completing the **Fees Paid** section.



### Step 3 - Pay

Invoice	Date	Payee	Account Number
4126676	Apr-14-2026	CPLED	11817

Qty	Description	Amount	Total
1	Legal Research & Writing - Registration Fee	475.00	475.00
	Sub Total		475.00
	GST 5%		23.75
	CDN Total		498.75

Students are personally responsible for their fees and to ensure payments are made in a timely manner. No further invoices will be issued. Please be advised that students will not receive access to course materials until their tuition fee payment(s) have been processed.

PAY BY ELECTRONIC BILL PAYMENT (EBP)

(1473) Allow 3-5 business days from the date of payment for processing.

(1472) I certify that I have, or that I will, remit payment to the Canadian Centre for Professional Legal Education.

You have now confirmed your registration in the CLRW course.

(1150) You have certified you will make payment immediately by online banking. Visit your bank's website, select "CPLLED" as the payee and use your Account Number shown below.

Register  
  Accept  
  Pay  
  Confirm

### Step 4 - Confirm

Invoice	Date	Payee	Account Number
4126676	Apr-14-2026	CPLLED	11817

Qty	Description	Amount	Total
1	Legal Research & Writing - Registration Fee	475.00	475.00
	Sub Total		475.00
	GST 5%		23.75
	CDN Total		498.75

Payments	
Balance Due	498.75

Students are personally responsible for their fees and to ensure payments are made in a timely manner. No further invoices will be issued. Please be advised that students will not receive access to course materials until their tuition fee payment(s) have been processed.

[PRINT](#)


## Step 4. Complete the Fees Paid information

You will find all invoices on the **Account** page.

**Note:** Payment of your invoice must be made separately through your banking institution.

### Current Account

Current  Show History

	Payment Description	Date	Invoice	Description	Amount	Due	Options
<input type="radio"/> Pay	EBP Due	Apr-14-2026	4126676	Legal Research & Writing	498.75	498.75	 <a href="#">PRINT INVOICE/RECEIPT</a>

To pay the invoice, see the **Remittance Information** section at the bottom of your invoice or refer to [Payment Information](#) on the CPLLED website for more information.

**The Fees Paid section will remain unchecked until the payment has been applied to your account by CPLLED's accounting department, which usually takes 5–7 business days.**

## Confirmation

Your registration is now complete. The Enrolment Checklist will show Steps 2 and 3 as checked off. Step 1 (NCA Assessment) and Step 4 (Fees Paid) will **not** show a checkmark until the NCA Assessment is reviewed and payment is received and processed by CPLED.

You will receive confirmation of your registration from CPLED staff once CPLED's internal processes have been completed.

If you require support or have questions about the registration process, contact CPLED at [admin@cpled.ca](mailto:admin@cpled.ca).