

# PREP CANDIDATE REGISTRATION GUIDE



**CPLED**  
Canadian Centre for  
Professional Legal Education

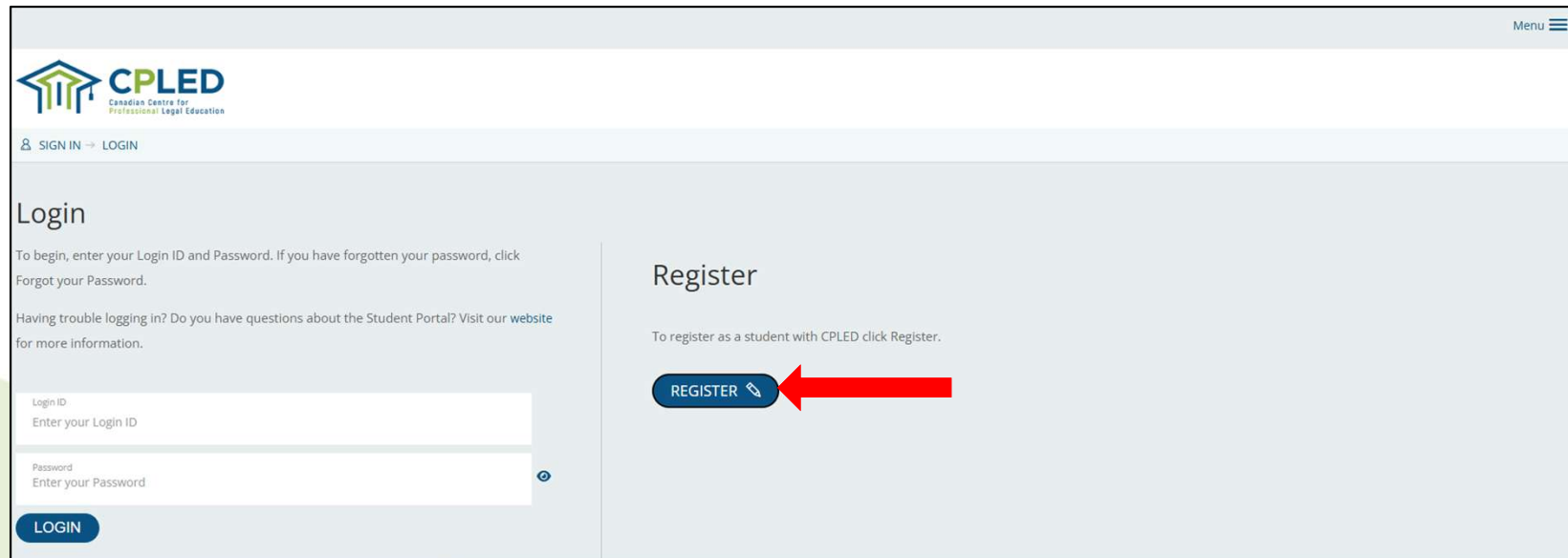


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# Creating a Profile

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



Menu

 **CPLED**  
Canadian Centre for Professional Legal Education

SIGN IN → LOGIN

### 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

### Register

To register as a student with CPLED click Register.

REGISTER

# Creating a Profile

1. Select Practice Readiness Education Program from the registration options at the top.
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, use your full legal first and last name in the “Given (First & Middle Name(s))” and “Last” name fields.**

CHOOSE YOUR REGISTRATION Practice Readiness Education Program and Writing

ENTER YOUR FULL LEGAL NAME

Title

Given (First & Middle Name(s)) \*

Last \*

Preferred First Name

Preferred Last Name

Email\*

Gender \*

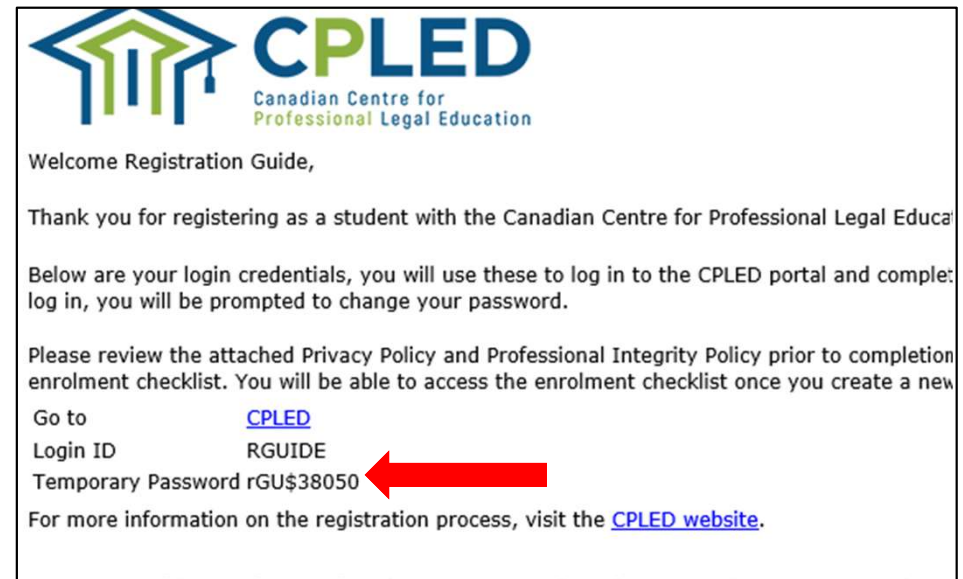
Preferred Pronoun

Birthdate \*

ENTER YOUR PREFERRED MAILING ADDRESS

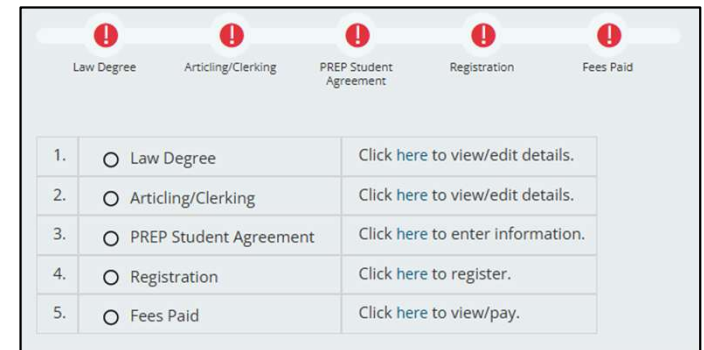
# Creating a Profile

1. You will receive a welcome email from [no-reply@memberpro.net](mailto:no-reply@memberpro.net) with your login details.
2. If you do not receive an email, check your junk mail folder and firewall settings.
3. If you have not received your welcome email within 24 hours, contact CPLED by email at [admin@cpled.ca](mailto:admin@cpled.ca).
4. Log in using your Login ID and Temporary Password. You will then be prompted to create your own unique password.

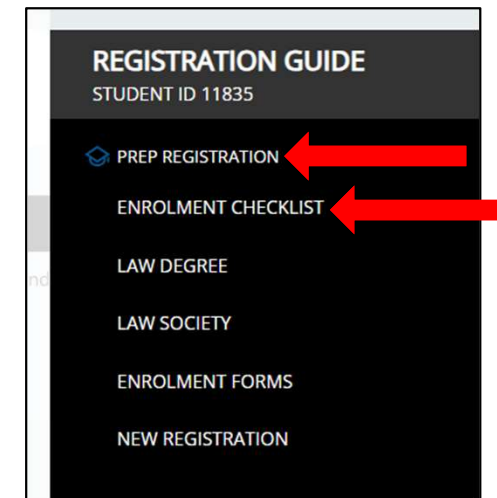


# Enrolment Checklist

1. To complete your registration, you will need to complete the Enrolment Checklist.
2. If you have not secured an articling position you may skip the Articling/Clerking section.
3. Fees Paid will remain unchecked until full tuition payment is received; however, only Foundation Modules payment is required at the time of registration.
4. If at any point you need to return to the Enrolment Checklist, click the **MENU** option in the top right corner of the screen and navigate to **PREP REGISTRATION > ENROLMENT CHECKLIST**.



	Law Degree	Articling/Clerking	PREP Student Agreement	Registration	Fees Paid
1.	<input type="radio"/> Law Degree				
2.		<input type="radio"/> Articling/Clerking			
3.			<input type="radio"/> PREP Student Agreement		
4.				<input type="radio"/> Registration	
5.					<input type="radio"/> Fees Paid



# Step 1. Law Degree Information

## Canadian Common Law Degree Holders

1. **Note that the Law Degree section of your Enrolment Checklist will remain unchecked until CPLED has reviewed your upload.**
2. Select **Canadian Common Law** from the **Degree** dropdown.
3. Select the university where your degree was earned from the **Institution** dropdown.
4. Select the **Year** and **Month** that your degree was conferred or will be conferred from the **Year** and **Month** dropdowns.
5. If available, upload proof of your degree. Accepted document types can be found on the [Admission Requirements](#) page of the CPLED website.
6. **Note: CPLED receives graduate lists directly from the following universities; if you are graduating from a listed university this year you will not need to upload documentation:**
  - University of Calgary
  - University of Alberta
  - University of Saskatchewan
  - University of Manitoba

NEW DEGREE

Degree: Canadian Common Law

Institution: Select a Institution

Year: Year

Month: Month

Upload Document: Browse...

SAVE ✓

The screenshot shows a form titled 'NEW DEGREE' with several input fields. Red arrows point to the 'Degree' field (containing 'Canadian Common Law'), the 'Institution' field (containing 'Select a Institution'), the 'Year' dropdown (containing 'Year'), the 'Month' dropdown (containing 'Month'), and the 'Upload Document' field (containing a 'Browse...' button). A 'SAVE' button with a checkmark is located at the bottom left of the form.

# Step 1. Law Degree Information

## Canadian Civil Law or Foreign Law Degree Holders

1. **Note that the Law Degree section of your Enrolment Checklist will remain unchecked until CPLED has reviewed your upload.**
2. Select **Certificate of Qualification (CQ)** from the **Degree** dropdown.
3. Enter your **NCA File Number** into the **NCA File No.** section.
4. Enter the name of the institution that issued your law degree into the **Institution Name** section.
5. Select the **country** your foreign law degree was issued from the **Country** dropdown.
6. Select the **Year** and **Month** your foreign law degree was earned from the **Year** and **Month** dropdowns.
7. If available, upload proof of your Certificate of Qualification (CQ). Accepted document types can be found on the [Admission Requirements](#) page of the CPLED website.
8. **Note: CPLED may be able to confirm your CQ using the NCA's Certificate Portal. The Portal will be reviewed routinely during registration for newly issued CQs.**

The screenshot shows a form titled "NEW DEGREE" with the following fields and red arrows pointing to them:

- Degree:** A dropdown menu with "Certificate of Qualification (CQ)" selected. A red arrow points to the dropdown arrow.
- NCA File No.:** A text input field containing "Enter your NCA File No.". A red arrow points to the input field.
- Institution:** A dropdown menu with "Federation of Law Societies of Canada" selected.
- FOREIGN LAW DEGREE DETAILS:**
  - Institution Name:** A text input field containing "Provide if Institution is Outside Canada". A red arrow points to the input field.
  - Country:** A dropdown menu with "Canada" selected. A red arrow points to the dropdown arrow.
  - Year:** A dropdown menu with "Year" selected. A red arrow points to the dropdown arrow.
  - Month:** A dropdown menu with "Month" selected. A red arrow points to the dropdown arrow.
- Upload Document:** A button labeled "Browse..." with a blue border.

## Step 2. Articling/Clerking Information

1. Select **Articling/Clerking Information** from the **New Application** dropdown and click **NEW** to add it to your profile.
2. Once added, click the dropdown under **Options** and select **UPDATE**.
3. Complete the form and click the **SAVE** button.
4. Once saved, click the **SUBMIT** button to finalize the form. Once submitted, you will not be able to edit the information.
5. **Note: If there are changes to your articling information after it has been submitted, email [admin@cpled.ca](mailto:admin@cpled.ca).**

New Application

PREP Student Agreement ▾

PREP Student Agreement

Articling/Clerking Information

Current  Show History

NEW

Current Applications

Current  Show History

Options	Application
<input type="checkbox"/> UPDATE	Articling/Clerking Information

SAVE

PRINT

SUBMIT

## Step 3. PREP Student Agreement Form

1. Select **PREP Student Agreement** from the **New Application** dropdown and click **NEW** to add it to your profile.
2. Once added, click the dropdown under **Options** and select **UPDATE**.
3. Review each page, click the “**I agree to all the above statements**” button, and click the **SAVE** button before continuing to the next page.
4. Once all pages have been saved, click the **SUBMIT** button to finalize the form.

The screenshot shows the 'New Application' interface. At the top, there is a dropdown menu with 'PREP Student Agreement' selected and a blue 'NEW' button. Below this, there is a section for 'Current Applications' with a dropdown menu also showing 'PREP Student Agreement'. Further down, there is a radio button labeled 'I agree to all the above statements'. Below that, it says 'PAGE 1' and shows three numbered circles (1, 2, 3), with circle 1 highlighted. At the bottom, there are two buttons: 'SAVE' with a checkmark icon and 'PRINT' with a printer icon. Red arrows point to the 'NEW' button, the 'PREP Student Agreement' dropdown in the 'Current Applications' section, the 'I agree to all the above statements' radio button, and the 'SAVE' button.

# Step 4. Registration

1. From the **Intake** dropdown select your desired intake of PREP, then from the **Location** dropdown select your desired province. The calendar will update to show the 4 phases of your desired program and province.
2. **Note: To complete your registration, you will need to register for all 4 phases of PREP:**
  - **Foundation Modules**
  - **Foundation Workshops**
  - **Virtual Law Firm**
  - **Capstone**
3. To register for a phase, click the **CLICK HERE TO REGISTER** link.
4. After registering you can return to the program calendar by selecting the **PREP REGISTRATION > NEW REGISTRATION** option from the top-right **MENU**.

Intake: Summer 2026 Accelerated PREP | Location: Location

### Summer 2026 Accelerated PREP Calendar

Filter by Program

May 2026  
Accelerated PREP - Foundation Modules

Location: ALBERTA | Intake: SUMMER 2026 ACCELERATED PREP | [1] Phases: SHOW SCHEDULE

Registration Status: OPEN | Close Date: [CLICK HERE TO REGISTER](#)

### REGISTRATION GUIDE

STUDENT ID 11835

- PREP REGISTRATION
- ENROLMENT CHECKLIST
- LAW DEGREE
- LAW SOCIETY
- ENROLMENT FORMS
- NEW REGISTRATION

## Step 5. Confirm Registration

Current Registrations

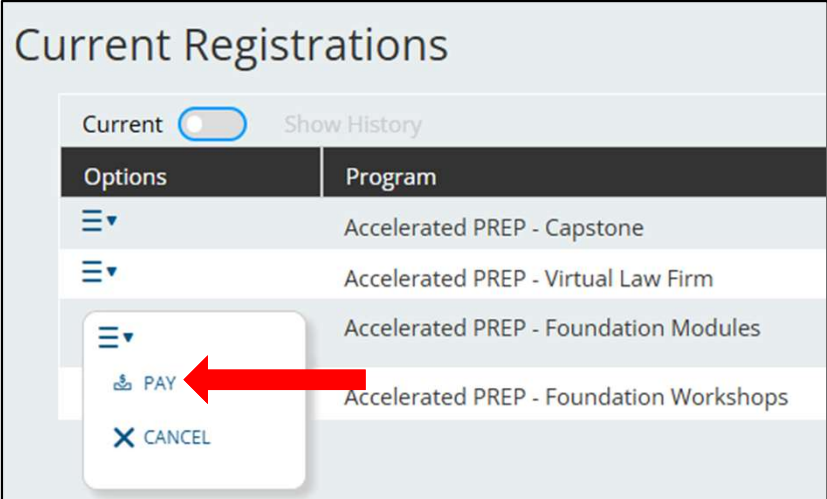
Current  Show History

Options	Program	Location	Start Date	Registration Status	Invoice	Amount	Due Date	Balance
☰	Accelerated PREP - Capstone	Alberta	Aug-10-2026	Pending	4126673	1,601.25	Jul-30-2026	1,601.25
☰	Accelerated PREP - Virtual Law Firm	Alberta	Jun-26-2026	Pending	4126672	1,601.25	Jun-19-2026	1,601.25
☰	Accelerated PREP - Foundation Modules	Alberta	Jun-08-2026	Pending	4126670	1,601.25	May-22-2026	1,601.25
☰	Accelerated PREP - Foundation Workshops	Alberta	Jun-08-2026	Pending	4126671	1,601.25	May-29-2026	1,601.25

1. From the **MY REGISTRATIONS** page confirm that you have registered for all 4 phases of PREP.
2. From this page you can also view the start date, tuition amount due, tuition due date, and remaining balance for each phase of PREP.

## Step 6. Certify Payment

1. From the **MY REGISTRATIONS** page click the dropdown menu under **Options** for the phase that you wish to pay and select **PAY**.
2. Confirm your selection for payment by clicking the associated checkbox.
3. Select who will be paying for your tuition and click **CONFIRM**.
4. Review the details and click **I CERTIFY**. This will generate your invoice, and you will receive an email from [no-reply@memberpro.net](mailto:no-reply@memberpro.net) with a copy.
5. You can also download or print a copy from the payment page of the Portal.

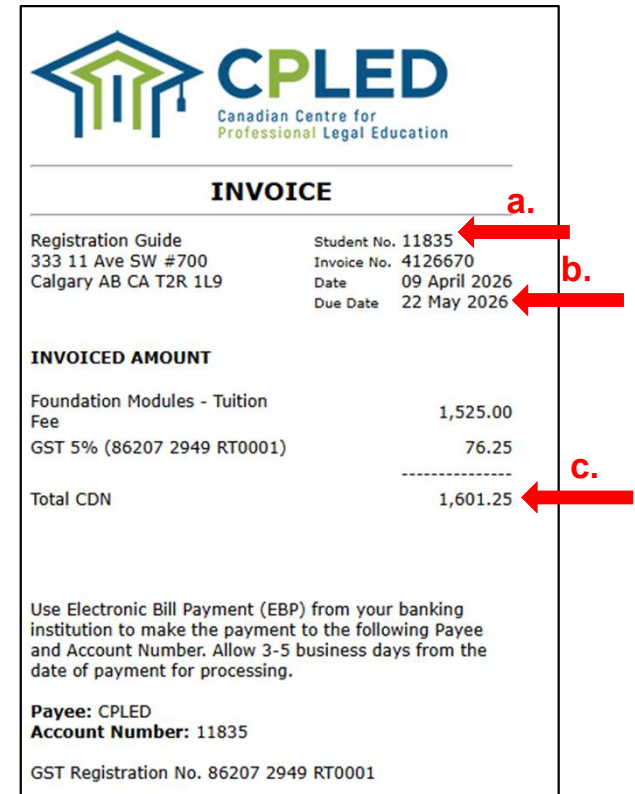


The screenshot displays the 'Current Registrations' interface. At the top, there is a toggle for 'Current' (which is turned on) and a link for 'Show History'. Below this is a table with two columns: 'Options' and 'Program'. The table lists four registration options, each with a dropdown menu icon. The fourth option, 'Accelerated PREP - Foundation Workshops', has its dropdown menu open, showing 'PAY' and 'CANCEL' options. A red arrow points to the 'PAY' option.


Options	Program
☰	Accelerated PREP - Capstone
☰	Accelerated PREP - Virtual Law Firm
☰	Accelerated PREP - Foundation Modules
☰ PAY CANCEL	Accelerated PREP - Foundation Workshops

# Step 7. Submit Payment

1. Review your invoice to find your **a.** student ID/account no, **b.** payment due date, and **c.** total tuition amount due.
2. Remittance information for CPLED's accepted payment methods is at the bottom of each invoice.
3. Payment typically takes 3–5 business days to process. Once your payment is confirmed, an updated copy of your invoice reflecting payment will be available under the **PREP REGISTRATION > MY REGISTRATIONS**.
4. Firms paying on behalf of their students can submit payment in the same manner and will need to send an email to [payments@cpled.ca](mailto:payments@cpled.ca) with 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



The image shows a CPLED invoice with three red arrows pointing to specific fields: 'a.' points to the Student No. (11835), 'b.' points to the Due Date (22 May 2026), and 'c.' points to the Total CDN amount (1,601.25).

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Canadian Centre for  
Professional Legal Education

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**INVOICE**

Registration Guide 333 11 Ave SW #700 Calgary AB CA T2R 1L9	Student No. 11835 Invoice No. 4126670 Date 09 April 2026 Due Date 22 May 2026
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**INVOICED AMOUNT**

Foundation Modules - Tuition Fee	1,525.00
GST 5% (86207 2949 RT0001)	76.25
	-----
<b>Total CDN</b>	<b>1,601.25</b>

Use Electronic Bill Payment (EBP) from your banking institution to make the payment to the following Payee and Account Number. Allow 3-5 business days from the date of payment for processing.

**Payee:** CPLED  
**Account Number:** 11835

GST Registration No. 86207 2949 RT0001

# Registration Confirmation

Your registration is now complete. You will receive a welcome email one week before the program begins with your course login information and next steps.

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