

PREP Policy Definitions

This document provides an explanation of defined terms used in **PREP** policies. Defined terms are listed in alphabetical order. The singular of any defined term includes the plural, and vice versa.

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 Phases are the **Foundation Modules Phase** and the **Foundation Workshops Phase** when considered together.

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.

Missed Deliverable is any deliverable in the **Foundation Modules**, **Foundation Workshops**, **Virtual Law Firm**, or remedial course that is scheduled, attended, or submitted after the deadline; is not scheduled, attended, or submitted; or is completely unresponsive to instructions.

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.

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 is a legally binding agreement 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](#).