

# Family Legal Services Provider Program

## Application Checklist

Please refer to the checklist below to ensure that you submit a complete application package. The FLSP Program application form for the Winter 2026 program intake will close on **September 15<sup>th</sup>, 2025, at 4:30pm EST**. Applications for the Winter 2026 program intake will not be accepted after this date and time.

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An application for admission to the Family Legal Services Provider (FLSP) Certificate Program must include:

- ☐ An **Unofficial Transcript** of your credential from an accredited paralegal program. As part of the online application process, unofficial transcripts are accepted for initial applicant assessment and candidacy purposes. It is the applicant's responsibility to ensure that their **official transcript**, including the name and contact details of the granting institution, student name and ID number, courses and grades, are sent directly from the granting institution to [flsp@fanshawec.ca](mailto:flsp@fanshawec.ca) and received by Fanshawe no later than **September 30, 2025, at 11:59PM EST**.

*\* If you did not attend a paralegal program accredited by the Law Society of Ontario but were issued a P1 license with "grandfather status," transcripts are not required.*

- ☐ **Resume-** Provide details of your academic background and professional work experience. Include any other information, awards and scholarships you feel will interest the admissions committee.
- ☐ **Statement of Intent-** All applicants for the Family Legal Services Provider certificate are required to answer each of the three questions below in a clear and succinct manner.

*The total length of your response to the three questions below must not exceed 1000 words*

1. Please describe key elements from your education, career, skills, and abilities that make you a suitable candidate for this program.
2. Please outline how you feel this program will enhance access to justice for Ontarians.
3. If you are ultimately admitted to the Family Legal Services Provider certificate program, please describe how you believe completing this program will enhance your professional

goals.

- ❑ **References-** Include two (2) professional references indicating the name, telephone, email and working relationship. Reference emails must be the corporation or business email address. Personal references will not be considered. Please note: Your referees will receive an email asking them to complete an Applicant Reference Form after your application is submitted. A secure link to that form will be provided in this email to each referee. It is your responsibility to follow up with your referees to ensure they have received the email and that they submit the reference no later than **September 30, 2025, at 11:59PM EST.**

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*Only documents received at the time of application will be considered. Subsequent submissions will not be considered for admission or alternative admission.*