



NOVA SCOTIA  
BARRISTERS' SOCIETY

## FAQs for Internationally Trained Lawyers (ITLs)

**Q: Do you require an original copy of my transfer application?**

A: No. You can scan and email the application to the Society provided that the notary stamp and seal are visible on the application page and on the notarized government issued photo ID.

**Q: Do you require original copies of supporting documentation? What should I do if my law society is unable to send documents?**

A: Supporting documentation such as certificates of good standing can also be submitted electronically (to [licensing@nsbs.org](mailto:licensing@nsbs.org)) provided they are sent directly from the governing body. Contact [licensing@nsbs.org](mailto:licensing@nsbs.org) if you have any questions or concerns.

**Q: What happens once I submit my transfer application and all supporting documentation?**

A: Once we have a complete application we will review your documents and issue a ruling letter via email. Your ruling letter will outline the conditions you must meet prior to your admission and the reasoning behind the decision. We strive to process complete applications within six weeks during periods of high volume, particularly April – July.



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## Q: Do I need to submit a separate application for an articling exemption?

A: No. When you apply as an internationally trained lawyer, we will automatically review your application to determine if a period articles (prior to admission) or working under supervision (following your admission) is required. We will consider your overall practice history, relevant work experience in Canada (if applicable), how long it has been since you've practiced in your home jurisdiction, and what you plan to do once you have been called to the bar in Nova Scotia.

## Q: What type of conditions could be imposed?

A: Based on your practice experience we will determine if you must complete all or part of our [Bar Admission Program](#), which includes the Society's Cultural Competence Workshop and the Practice Readiness Education Program (PREP) offered through the Canadian Centre for Professional Legal Education (CPLED). Applicants may also be required to review materials such as our Bar Review Materials, the Code of Conduct, and the Regulations Pursuant to the *Legal Profession Act*. In most cases, direct exposure to Nova Scotia legal practice will also be required. This may come in the form of working under supervision or articling in Nova Scotia for a period of 6-12 months. If you are required to work under supervision or work in association with a firm in Nova Scotia for a period of time, and are called to the bar prior to satisfying that condition, you are not eligible to transfer to another jurisdiction until you have met our requirements.



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## **Q: Can I apply for and start PREP prior to applying to the Society?**

A: Yes, however you should be aware that we could waive parts of the PREP course. This means that it is in your best interest to apply to the Society well in advance of CPLED's registration deadline for PREP. Applicants should also be aware that they must complete all admission requirements (articling in Nova Scotia, and Bar Admission Program) within a three-year period. The three years starts when they commenced any portion of the Bar Admission Program.

## **Q: Do you offer a subsidy for ITLs enrolled in PREP?**

A: No. Unfortunately, we cannot offer a subsidy for ITLs at this time.

## **Q: Can you tell me if I will be required to article or complete the bar admission program prior to submitting my transfer application?**

A: No. We cannot make a determination until we have a complete application. It is in the best interest of applicants to receive a decision based on a complete set of facts.

## **Questions?**

Email Education & Credentials at [licensing@nsbs.org](mailto:licensing@nsbs.org) if you have any questions.