



## MEMORANDUM

**TO: All Applicants**  
**RE: Requirements for Admission- Foreign-Trained Persons**

Persons seeking admission to the Law Society of the Northwest Territories who obtained their legal training outside of Canada, or who have obtained a civil law degree from an institution in Canada, and who are not already a member of a law society of another province or territory of Canada, are required to have their academic credentials and experience evaluated through the National Committee on Accreditation (NCA):

**National Committee on Accreditation**

Federation of Law Societies of Canada  
World Exchange Plaza  
1810 - 45 O'Connor Street  
Ottawa, Ontario, CANADA K1P 1A4

Phone: (613) 236-1700  
Fax: (613) 236-7233  
Email: [nca@flsc.ca](mailto:nca@flsc.ca)

Click this link for information on the NCA, its processes and forms:

<https://flsc.ca/national-committee-on-accreditation-nca/>

The Law Society of the Northwest Territories requires a Certificate of Qualifications from the NCA prior to processing an application for admission.

**Foreign trained and a member of a bar in a country that is a member of the Commonwealth**

If you are a member of the bar in a Commonwealth country, and if you have been actively engaged in the practice of law for at least three of the five year period leading up to the date of your application, then you may apply for membership after you have received your Certificate of Qualifications from the NCA.

Each of these applications is considered on its own merits by the Law Society Executive. The supporting documentation may vary. If you are considering an application, we encourage you to contact the Law Society, and provide your Certificate of Qualifications and history of legal practice, including confirmation of your standing from the bar or bars that you are a member of.. We will then be able to advise you what further documentation may be required.

**Foreign trained and not a member of any bar**

Once you have your Certificate of Qualifications from the NCA, you are eligible to apply for admission as a student-at-law. You will need to secure an articling position with a lawyer who is resident in the NWT, and who has been actively practicing for at least five years, and who has been actively practicing law in the NWT for at least two years.

Click to download the [Student-at-Law Application Package](#).

Once your completed application, and payment of the required fees is received, it will be reviewed by the Admissions Committee. The Law Society tries to have the Admissions Committee review all applications within (10) working days. If the Admissions Committee is satisfied, they will recommend to the Executive that the application be accepted.

In addition to completing your period of articles, you are required to write an examination to demonstrate their knowledge of the Rules of Court, the Laws of the Northwest Territories and the Law Society of the Northwest Territories *Code of Professional Conduct*. The examination is an "open book" examination.

Following the satisfactory completion of your period of articles and of the bar admission examination, you can apply to be admitted as a member of the Law Society.

All Applicants are encouraged to review the [Legal Profession Act](#), the [Rules of the Law Society of the Northwest Territories](#), and the [Policy Manual of the Law Society of the Northwest Territories](#) for complete information.