

## FACE-TO-FACE INSTRUCTOR/EVALUATOR APPLICATION

This application form is used to apply to volunteer to be an Instructor/Evaluator for Face to Face sessions for the CPLED Program in Alberta. Please read and follow the attached instructions.

Contact Information	
Last Name	First Name
Phone (primary)	Phone (alternative)
Address	City, Province
Postal Code	Email
Background Information	
Current Employer	
Current Areas of Practice	
Have you volunteered for the CPLED Program in Alberta in the past 2 years? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If "yes", please go to "Availability and Suitability". If "no", please first complete the "Supplementary Background Information" section.</i>	
Supplementary Background Information (attach a separate sheet if required)	
Province and Year of Call	Law School and Year of Graduation
Please tell us why you would like to be involved in CPLED:	
Please provide a brief description of your work history:	
Please describe your experience in the following areas (if interested or applicable): <ul style="list-style-type: none"> <li>▪ Oral Advocacy</li> <li>▪ Interviewing &amp; Advising</li> <li>▪ Negotiations</li> </ul>	
Please provide the names and contact information of two Alberta lawyers who would be willing to act a reference for you. <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol>	

## Availability and Suitability

Please select the modules for which you are interested and available and for which you feel you would have suitable experience:

### Oral Advocacy

- Week of August 21, 2017 - Calgary Instructor  Evaluator
- Week of August 28, 2017 - Edmonton Instructor  Evaluator
- Week of January 1, 2018 - Calgary (nothing scheduled for Jan 1) Instructor  Evaluator
- Week of January 8, 2018 - Edmonton Instructor  Evaluator

### Interviewing & Advising

- Week of September 25, 2017 - Calgary Instructor  Evaluator
- Week of September 25, 2017 - Edmonton Instructor  Evaluator
- Week of February 5, 2018 - Edmonton Instructor  Evaluator
- Week of February 5, 2018 - Calgary Instructor  Evaluator

### Negotiations

- Week of October 30, 2017 - Edmonton Instructor  Evaluator
- Week of November 6, 2017 - Calgary Instructor  Evaluator
- Week of March 12, 2018 - Edmonton Instructor  Evaluator
- Week of March 19, 2018 - Calgary Instructor  Evaluator

#### Notes:

- Instructors typically have evaluated for a few years and/or had extensive volunteer experience with the CPLED Program.
- The commitment for an evaluator is one full day.
- The commitment for instructing ranges from less than a full day to two full days.

## Conflicts

Will you be a principal to an articling student in the 2017/2018 year? Yes  No

If "yes", please identify the student:

Each day at the Face to Face sessions Instructors/Evaluators identify any conflicts of interest. If you are already aware of a potential conflict of interest (e.g. CPLED students employed at your firm, students with whom you have a personal relationship), please explain:

I consent to the Law Society of Alberta accessing, reviewing, and using my personal information in its custody or control (subject to Rules 31.1 and 31.2, information collected by the Practice Advisor and the Equity Ombudsperson), as relevant and necessary, for the purpose of assessing my suitability as an Instructor/Evaluator for the CPLED Program.

I further certify that I have reviewed the Legal Education Society of Alberta's *Privacy Policy* and *Code of Conduct and Ethics* (found at [www.lesa.org](http://www.lesa.org)) and agree to be bound by their provisions.

I agree to adhere to the policies established by the Legal Education Society of Alberta and/or the Canadian Centre for Professional Legal Education (CPLED) provided to me from time to time, including (but not limited to) requirements related to confidentiality and to the disclosure of conflicts of interest.

Applicant Signature

Date

## Decision (Office Use Only)

Approved for:

- Oral Advocacy Instructor  Evaluator
- Interviewing & Advising Instructor  Evaluator
- Negotiations Instructor  Evaluator

Other Comments (attach a separate sheet if required):

Signature

Date

## INSTRUCTIONS FOR COMPLETING A LEARNING GROUP FACILITATOR/EVALUATOR APPLICATION

*Please read and follow these instructions to avoid delay or rejection of your application.*

### General Information

1. **Face-to-Face Instructor/Evaluator Application.** The Legal Education Society of Alberta (LESA) recruits experienced members of the Alberta legal profession as instructors and evaluators. These individuals are critical to delivering a highly-valued educational experience and defensible, high-stakes competency evaluations. In scheduling Face-to-Face Instructors and Evaluators, considerations include optimal fit, diversity, program sustainability, and a desire to create a rewarding experience for all involved. LESA strives to consider a mix of demographics, practice areas, practice contexts (e.g. private practice, government, in-house, etc.), firm size, geographical locations, learning styles, experiences, abilities, and perspectives. LESA values the contributions of seasoned volunteers; it also strives to create opportunities for new volunteers. This approach supports long-term sustainability and avoids overburdening a limited subset of individuals.

### Instructions for Completing a Face-to-Face Instructor/Evaluator Application

1. Complete the application in full.
  - (a) **Contact Information.** Please complete the Contact Information section. The information you provide will be the primary contact information used by LESA for CPLED correspondence. If your contact information changes, please contact LESA's Education Coordinator as soon as possible.
  - (b) **Background Information.** Please complete the Background Information section, including your current employer and your current areas of practice. Check "yes" or "no" to indicate whether you have volunteered in the (face-to-face portion) of the CPLED Program or worked as an LGF or LGE in the (online portion) of CPLED Program in Alberta in the past 2 years.

*Note:* If you are not currently practicing law (e.g. retired, on leave), please include a note to this effect and indicate (a) your most recent employer, (b) your most recent areas of practice, and (c) the date you last practiced.
  - (c) **Supplementary Background Information.** If you are a returning (having volunteered or worked as an LGF/LGE for the CPLED Program in Alberta within the last 2 years), you do not need to complete the Supplementary Background Information section. Otherwise, please complete this section. This information helps LESA ensure that your new role is well-suited to your skills and interests. LESA also strives to ensure that it is providing adequate orientation and training.
  - (d) **Availability and Suitability.** Please complete the Availability and Suitability section. Please select the modules for which you are interested and available and for which you feel you would have suitable experience. If you have questions about the modules, please contact the LESA's Meeting & Relations Coordinator for more information. Materials are provided in advance and a conference call is held before the week of sessions.
  - (e) **Conflicts.** Please identify any potential conflicts you may have with students participating in the current CPLED program year. Potential conflicts may include, but are not limited to, any students you may "know" or have worked with outside of CPLED, students articling at your firm (including branches of your firm in other cities) or any other circumstances that may threaten your impartiality (or perceived impartiality) as an instructor or evaluator.
  - (f) **Signature.** Please sign the application either digitally or in writing to confirm that you have read and understood the instructions and requirements of the form and that all the information and documentation provided in support of the application is accurate and true. By signing this form, you are also consenting to the Law Society of Alberta accessing, reviewing and using your personal information for vetting purposes, and agreeing to be bound by other LESA and CPLED policies.
2. Submit the application form and supporting documentation to the Legal Education Society of Alberta, Attn: Kathy Fortier, Meeting & Relations Coordinator at 2610, 10104-103 Avenue, Edmonton, Alberta, T5J 0H8 or by email to [kathy.fortier@lesa.org](mailto:kathy.fortier@lesa.org).