

## FAQs

- **What gives CapU's LAA program the edge?**

*CapU offers a comprehensive certificate and has been recognized as a leader in legal education for over five decades. Our instructors are involved in the legal industry and provide insight, experience, and a wealth of knowledge. Many of our students continue with their university studies through the Paralegal Certificate and some go on to complete the Bachelor of Legal Studies.*

*See our testimonials from industry specialists and previous grads below!*

- **I have no experience in the legal field or an office setting – can I still apply?**

*Yes! No experience required!*

- **I didn't finish high school - can I still apply?**

*Mature Student and Discretionary Admission Status Applicants 19 years of age or older who meet the English Language Requirement but do not meet the minimum program academic admission requirements may apply as mature students. Students applying to programs with other admission requirements (such as portfolio submission, interview, etc.) must complete these requirements as part of the admission evaluation process.*

- **I work full-time, do I need to quit or reduce my hours?**

*No, you don't need to quit your job. We offer a part-time online program that is geared for those that have full time-jobs.*

- **I have family commitments (children, parents, etc.) and I can't be on campus during the day. What are my options?**

*Our January full-time intake is now offered during the day, but in an online format. Classes are delivered via Zoom or Teams. Alternatively, the September intake for our part-time online program doesn't require any on campus attendance.*

- **If I want to enroll in the part-time program while I am working at a law firm, do I need to fulfill the practicum requirement?**

*The practicum is both a course and a two-week full time work experience. It is a mandatory and important part of the program.*

*If you are working in a law firm, it may be possible to complete the practicum with your current employer. The practicum instructor will discuss with you your role at the firm and whether it can meet the practicum requirements. Each case is looked*

*as individually and presents an opportunity for your firm to consider you for a LAA role if you are not already in that role within the firm.*

- **What are the starting salary expectations once I finish the program?**

*Based on the previous grad classes, the starting salaries are approaching the mid \$40,000's and may be as high as \$55,000, depending on the location and the firm.*

- **If I am an international student, will I be eligible to apply for a post-graduation work permit?**

*Yes! You will be eligible for an eight-month post-graduation work permit (but you will also need to apply for a co-op work permit in order to be able to complete your two-week practicum).*

*You can find out more information about post-graduation work permits and paths to permanent residency at <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation.html>.*

- **If I want to do the part-time certificate, but require funding, what are my options?**

*Contact us and we may be able to create a customized program for you so that you reach the 6-credit per semester requirement. See also FAQs about scholarships.*

- **Are there any scholarships available?**

*Yes! Many of our practicum hosts offer generous scholarships.*

- **What are the chances that I will be kept on at my practicum?**

*In 2021, 75% of the students accepted positions with their Practicum hosts. Within one month of completion of the program, 100% of our students looking for work were successful in securing full time LAA positions.*

- **Who will find my practicum and what are the placement rates?**

*To date, we have experienced 100% placement for practicums year after year. We have many partners and work with students to secure their placements.*

- **What is the difference between an LAA and a Paralegal?**

*LAAs typically perform administrative or procedural tasks in a legal setting, such as communicating with clients, drafting legal correspondence, and scheduling. Paralegals, on the other hand, generally perform substantive legal work, such as*

*researching and summarizing caselaw, drafting legal documents, and interviewing clients.*

*It is important to note that the roles and tasks of LAAs and paralegals vary among law firms. Additionally, hybrid LAA/Paralegal roles exist.*

*See also FAQ about the difference between the LAA and Paralegal programs.*

- **What is the difference between the LAA programs and the Paralegal programs?**

*The LAA Certificate combines both administrative and procedural coursework grounded in law and provides the necessary skills and tools for a successful career in the legal field.*

*The LAA Certificate is offered in three different formats: on campus full-time (September), online part-time (September) and online full-time delivered through Zoom or Teams during the day (January). There are no pre-requisites to apply for this program other than CapU's admission requirements. In addition, you will need to submit a resume, letter of reference, complete an LAA English test and a keyboarding test. Please note that some of these testing requirements may be waived at the discretion of program convenors. Make sure to attend the next info night (refer to the [CapU Events Calendar](#)) to learn more about the program and to complete your LAA diagnostic tests.*

*The Paralegal programs feature substantive and procedural law coursework. The programs are rigorous and highly competitive.*

*We offer a Paralegal Certificate (part-time), Paralegal Diploma (full-time two-year, plus six-month practicum) and a Bachelor of Legal Studies (full-time four-year degree, plus six-month practicum or first year of law school).*

*In order to apply for the Paralegal Certificate, a prospective student must have completed the LAA Certificate at CapU or have worked full-time in a legal environment for at least two years. In order to apply for the Paralegal Diploma, a prospective student must have at least two years of post-secondary education (though most successful applicants have completed a degree). The Bachelor of Legal Studies is a four-year degree that requires high school graduation.*

*Note that it may be possible to ladder into the second year of the Bachelor of Legal*

*Studies after successful completion of the LAA program. However, this is an option only if certain requirements are met: a minimum of 4.0 GPA in the LAA program, seat availability in the second year of the degree program, a successful interview, and approval from the admission committee for Legal Studies.*

*See also the FAQ about the difference between LAAs and Paralegals.*

- **What documents do I need to submit in support of my application (in addition to the CapU admissions requirements)?**

*Please submit: a resume, a letter of reference, LGST English Diagnostic Test (minimum score of 31/50 is required), Keyboarding test. These requirements may be waived in certain circumstances (for example: completion of an undergraduate degree in Canada, etc.) with the approval of the program convenor. Make sure to attend the next info night (refer to the [CapU Events Calendar](#)) to learn more about the program and to complete your LAA diagnostic tests.*

*See also “I didn’t finish high school - can I still apply?” FAQ.*

- **What other sources of information can I refer to for information?**

[Legal administrative assistants \(workbc.ca\)](http://workbc.ca)

*British Columbia Legal Management Association*  
[bclma.org](http://bclma.org)

*International Association of Administrative Professionals*  
[www.iaap-hq.org](http://www.iaap-hq.org)