



## ADMISSION REQUIREMENTS FOR PERSONS WITH CANADIAN LAW DEGREES

### Labour Mobility

The procedures set out in this document were initially developed to comply with the labour mobility provisions of the Trade Investment and Labour Mobility Agreement, the New West Partnership Trade Agreement, and Chapter 7 of the Agreement on Internal Trade.

### Who qualifies to apply as an Applicant under this section?

Lawyers or persons with law degrees from Canadian Universities may be admitted to The Society of Notaries Public of British Columbia in accordance with the principles of labour mobility subject to satisfactory fulfillment of The Society of Notaries Public admission requirements.

Lawyers who are currently members of a Law Society of a Canadian Province may apply for admission to The Society without having to take the full Notary Preparatory Course. All applicants are required to successfully complete licensure examinations.

Lawyers from a country other than Canada may apply pursuant to the principles of Foreign Qualification Recognition and may be eligible to enroll in the Notary Preparatory Course, or a modified version of the course as directed by The Society's Membership & Credentials Committee, on a case by case basis.

### How do I apply for admission to the Society of Notaries Public.

#### Step 1: Make application

All applicants seeking admission to the Society of Notaries Public of BC must fulfil the filing requirements established and published by the Membership & Credentials Committee. You must submit to the Society:

- The Preliminary Application for admission from the public website at [www.notaries.bc.ca](http://www.notaries.bc.ca);
- Character reference letters from three referees;
- a certificate of standing from all law societies of which you are or have been a member, issued not more than 30 days prior to the date of application;



- an authorization for any law society in which the applicant is or was a member to disclose information about complaints and discipline including remedial action with consent;
- the application fee of \$1,125.00 plus GST.

### **Step 2: Applicable training**

Upon review and acceptance of a preliminary application, applicants will be advised of any training and/or examination requirements. Details on making the arrangements, as well as information about the form and content of the examination, are set out below. Depending on the requirements and conditions of approval, practical training materials may have to be completed in order to prepare for the examination.

Prior to admission to the Society, applicants must provide the Society with a Covenant and Declaration in a prescribed form.

### **Step 3: Examinations**

#### **Challenging the statutory examination.**

Arrangements can be made to write the applicable examination at the Society of Notaries office or at some other approved location once your application is approved. The examination must be written and passed within 12 months of your application approval and at least 60 days before your intended admission date. Commissioning ceremonies are scheduled at specific times of the year. Once the examination has been written and passed, you must be admitted to the Society within 12 months.

#### **On what material is the examination based?**

The qualification examination is based on the practice areas set out in the Notaries Act and the Notaries Regulation. Applicants require an understanding of a number of statutes that are identified from time to time by the Membership & Credentials Committee and the Board of Examiners. The Practical Training Material is practice-oriented and provides a candidate with the substantive and procedural knowledge required to practise as a Notary Public in British Columbia.



### **What content does the examination cover?**

The examination under this policy covers general legal knowledge as well as:

- those parts of the Practical Training Material specified in the "List of Examinable Sections" (this list is in the Practical Training Material);
- Statutes identified by the Membership & Credentials Committee and the Board of Examiners. A list will be provided with the Practical Training Course materials;
- the *Notaries Act*, Notaries Regulations, Bylaws and Rules;
- the Society's Rules and Principles for Ethical and Professional Conduct;
- any other material that may be identified from time to time.

The examination will be up to 3 hours in length.

### **Materials permitted during the examination.**

The Board of Examiners determine whether an examination is open book. However, no computers, cell phones, connected watches or other personal digital assistant devices are allowed in the examination room.

### **What is the passing mark on the examination?**

Please refer to the Notaries Regulation for specific details with respect to passing score. The passing mark on the examination is 65%.

### **Can I rewrite the examination if I fail?**

Applicants who fail the examination on the first attempt may rewrite within one year of being notified of the failure. If unsuccessful on the second attempt, the applicant must apply to the Membership & Credentials Committee for permission to challenge the examination for a third time. Applicants who fail to pass the examination after three attempts must requalify through the regular qualification process.



### What are the fees?

The following table summarizes the fee for applications made under this policy.

#### Fees, Training, Enrolment, and Membership (not all fees may apply)

Item	Fee	Fee (including GST)
Application/investigation fee (non-refundable)	\$1,125 + GST	\$1,181.25
Practical Training Course Materials and access to student website (electronic)	\$350 + Tax	
Practical Training In-Person courses (per course required by MCC) – *\$300 per course or \$3,000 for all training + tax	*\$3,000 + Tax	
Qualification examination fee (payable prior to writing the examinations)	\$525 + Tax	
Registrar fee (payable prior to admission)	\$300 + Tax	
Prorated practice and insurance fees (payable prior to admission)	as applicable	
Enrollment Fee	\$428 + tax	
Legal fees for court application to be admitted to the Society (\$480 if Society arranges with annual class of graduates – market price if otherwise)	Market price	



### **What are the final steps that must be taken to be admitted to the Society?**

In order to be admitted to the Society in BC, candidates must attend a commissioning ceremony in the Supreme Court of BC.

### **What are the dates for upcoming swearing in ceremonies?**

The ceremony is scheduled annually, usually in June.

### **Can I be sworn in and admitted outside the Lower Mainland?**

Not at this time.

### **Can a person considering this category make application in the Society's Admission Program as a regular applicant?**

You may wish to enrol in the full Notary Preparatory Course, including the Simon Fraser University Master of Arts in Applied Legal Studies program despite your eligibility to be called and admitted on the basis of a Canadian law degree. If you choose to enrol in the full program instead of pursuing an application under this policy, you should apply in accordance with the requirements set out on the Society's Website at [www.notaries.bc.ca/](http://www.notaries.bc.ca/)

### **How can I obtain more information?**

If you have any questions regarding making an application please contact:

#### **Member Services**

The Society of Notaries Public of British Columbia  
700 – 625 Howe Street  
Vancouver, BC V6C 2T6

Tel.: 604 681-4516

Fax: 604 681-7258

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