



Conditional Certificate Authorizations:

Responding to the Authorization Renewal Notice

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Introduction

Roster members who do not meet the minimum experience requirements when applying may be granted a conditional authorization status. Within 24 months of being granted conditional authorization, you must meet the minimum experience requirements or request a limited extension of your conditional enrolment.

The images in this job aid are for information purposes only. Your notices will be personalized to your roster membership, authorizations and renewal dates.

You will receive a notification on [Legal Aid Online](#) **three months prior** to your conditional membership expiring, as shown in Figure 1:

Authorization Renewal notice / Avis de renouvellement d'autorisation

LAO's records reflect that you currently hold a Conditional Status in CYFSA certificate authorization. Your Conditional Status is scheduled to expire on ~~December 13, 2024~~. For further details please click on Communication > View mail and correspondence tab or Personal info > Self Reports.

Les dossiers d'AJO indiquent que vous avez actuellement une autorisation conditionnelle en LSEJF. Votre autorisation conditionnelle expirera le ~~13 décembre 2024~~. Pour plus de précisions, veuillez cliquer sur l'onglet Communication > Voir la correspondance ou Informations personnelles > Auto-évaluations.



Figure 1: Screenshot of Authorization Renewal Notice on home page of Legal Aid Online.

Important Note: You must respond to the notification on Legal Aid Online. If you do not respond, you may lose any authorizations where you hold a conditional status.

Responding to notice

You can either:

- **Click on “Communication”**
Click on "Mail and Correspondence" or
- **Click on “Personal Info”**
Click on “View Authorization renewal notice” under “Self Reports”

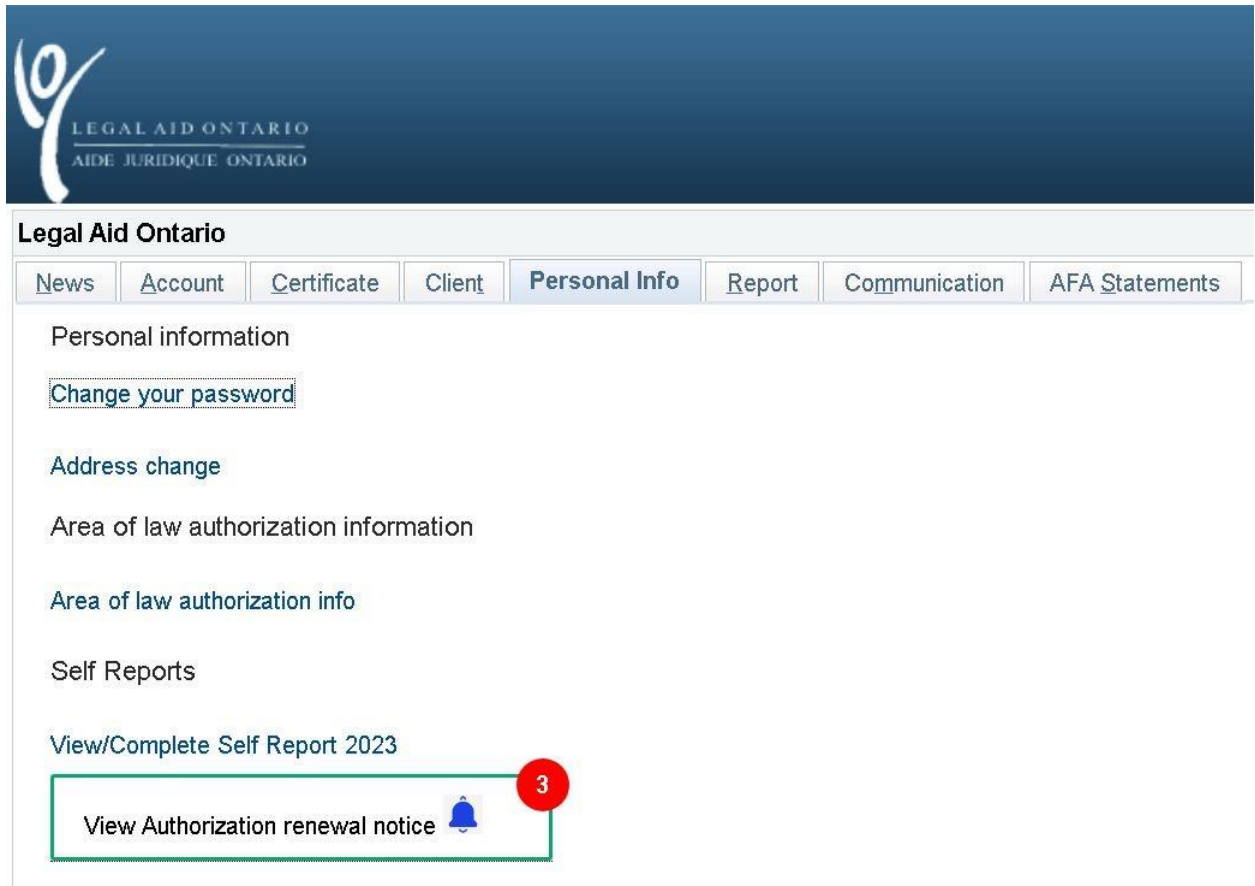


Figure 2: Screenshot of Navigation within Legal Aid Online, highlighting a notification for renewal notices.

You will be re-directed to review all authorization renewal notices, along with their due dates as seen in Figure 3.



The screenshot shows the Legal Aid Ontario (AIDE JURIDIQUE ONTARIO) portal. At the top, there is a header with the organization's name in English and French. Below the header, there is a section for 'Supplier ID' with a blurred input field. The main content area is titled 'Renewal Notice'. It features a table with columns: 'Subject', 'Due Date', 'Received', 'Read', and 'Status'. The first row of the table contains the following data: 'Child Protection (CYFSA) - Cert roster Renewal Notice', '12/13/2024 12:00:00AM', '04/10/2024 12:00:00AM', a checkmark icon, and 'New'. The 'Subject' column is highlighted with a yellow dashed border. Above the table, there are navigation links: 'Personalize', 'Find', 'View All', and a pagination control showing '1-3 of 3'.

	Subject	Due Date	Received	Read	Status
1	Child Protection (CYFSA) - Cert roster Renewal Notice	12/13/2024 12:00:00AM	04/10/2024 12:00:00AM	✓	New

Figure 3: Screenshot of authorization renewal notice as explained above.

Options

Once you have selected the notice you need to respond to by clicking on the Subject Title, you will have three options to select from, as seen below in Figure 4



Authorization Renewal Notice

LAO's records reflect that you currently hold a Conditional Status in CYFSA certificate roster. Your Conditional Status is scheduled to expire on ~~December 15, 2024~~.

Please select one of the following options.

- ☐ I certify that I now meet LAO's Minimum Experience Requirements in CYFSA certificate roster.
- ☐ I do not meet LAO's Minimum Experience Requirements in CYFSA certificate roster and I am requesting a 12-month discretionary extension.
- ☐ I do not meet LAO's Minimum Experience Requirements in CYFSA certificate roster and am requesting removal of my authorization to provide legal aid services in CYFSA certificate roster.

Figure 4: Screenshot of selection options for certificate authorization renewal notices as explained below.

If you now meet the minimum experience requirements in a specific roster, you will be transitioned from to “Meets Standards.”

If you do not meet the minimum experience requirements, you may request a 12-month discretionary extension to continue working towards meeting the requirements.

Alternatively, you may choose to be resign from the roster if you do not meet the minimum experience requirements.

Please note that LAO may periodically audit roster members to confirm they meet the minimum experience requirements. Roster Members should maintain details of how and when they met the minimum experience requirements and are required to provide these details on request to LAO.

Roster members who are unable to demonstrate they have met the minimum experience requirements may have their authorizations revoked. The submission of

false or misleading information may lead to roster management consequences, up to and including removal from the roster and a report to the Law Society of Ontario.

Important Note: Some authorizations are related and removal from one will mean removal from the other. E.g. If you resign from the criminal certificate authorization, you will also lose any related authorizations such as Gladue or Criminal Duty Counsel.

Authorization	Related Authorization
Criminal Certificate	Extremely Serious Matters
Criminal Certificate	Gladue
Criminal Certificate	Criminal Duty Counsel
Family Certificate	Family Duty Counsel
Refugee General Certificate	Refugee Appellate
Family Certificate or Refugee General Certificate	Domestic Violence Duty Counsel Advice
Criminal or CCB Certificate	ORB

Agree and Submit

Once you have made your selection, please select “Agree and Submit” at the bottom of the page. You will receive a pop-up message to confirm your answer, which cannot be altered once submitted. Press “OK.”

You will receive a message that your request was submitted successfully and the status of the renewal notice will change to “Submitted” as seen below in Figure 5

Renewal Notice

Personalize | Find | View All | First 1-3 of 3 Last

	Subject	Due Date	Received	Read	Status
1	Child Protection (CYFSA) - Cert roster Renewal Notice	12/13/2024 12:00:00AM	04/10/2024 12:00:00AM		Submitted

Figure 5: Screenshot of the completed renewal notice in Legal Aid Online.