

Legal Aid Ontario | Job aid

Adding enhanced criminal youth and criminal mental health training



LEGAL AID ONTARIO
AIDE JURIDIQUE ONTARIO

Title:	Lawyer portal enhanced training referral list
Author:	Legal Aid Ontario: Information Technology (IT) and Roster Management
Updated:	October 2024

1. Purpose

The purpose of this job aid is to guide roster members in recording that they have completed Legal Aid Ontario's (LAO) new and optional training for Criminal Youth and Criminal Mental Health matters.

2. Introduction

On January 1, 2024, LAO introduced free, CPD-accredited multi-session training for both Criminal Youth and Criminal Mental Health cases to help roster members deepen their knowledge in these areas of law. If you have completed this training, LAO has now enhanced its "Find A Lawyer" tool to allow clients to connect with criminal roster members who have completed these training programs.

Roster members can access the programs through [LAO LAW](#) under the video and training library.

3. How to record the training on the solicitor portal

Once you have completed these training programs, you may log into your solicitor portal and click on the "Personal Info" tab and select "View/Complete Training" under the "Training" heading.

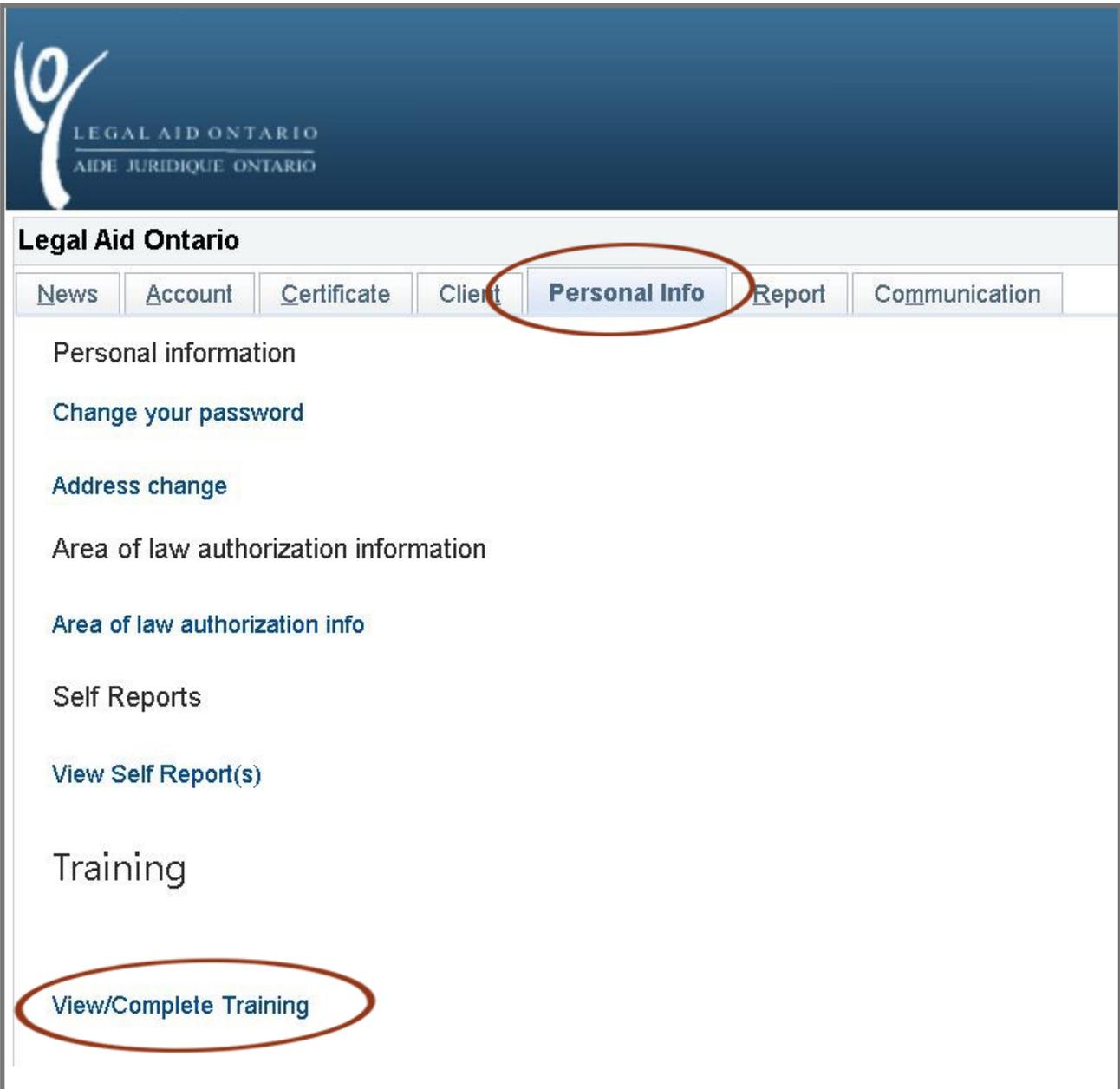


Figure 1: Screenshot of the 'Personal Info' tab

Select the date you completed either or both trainings and which language it was completed in. Click the disclaimer box and press submit.

Training course				
Training	Date Completed	Language of Training	Disclaimer	Date Submitted
LAO Criminal Mental Health Training - 2024	2024-10-07	English	<input checked="" type="checkbox"/> I have completed LAO's Criminal Mental Health Training and I confirm that I have viewed each module and reviewed all associated materials. I also acknowledge that by selecting this box my name will appear on LAO's Find-A-Lawyer Tool as having completed the training	Submit
LAO Criminal Youth Training - 2024	2024-10-01	English	<input checked="" type="checkbox"/> I have completed LAO's Criminal Youth Training and I confirm that I have viewed each module and reviewed all associated materials. I also acknowledge that by selecting this box my name will appear on LAO's Find-A-Lawyer Tool as having completed the training	Submit

Figure 2: Screenshot of the course options

Once submitted, the green “Submit” button will change to reflect the date you reported to LAO you completed the training. Your name will then automatically appear on the corresponding enhanced referral list and reflected in our “Find A Lawyer” tool.

If, at any point, you wish to remove your name from the either referral list, please contact the Roster Management department at roster@lao.on.ca.

IMPORTANT NOTE:

Only roster members who are authorized in Criminal Law may provide legal aid services to Criminal Youth or Criminal Mental Health clients. Completion of the training programs does not authorize roster members to provide legal aid services if they did not already hold this authorization.

Completion of the training is not required to continue providing legal aid services to Criminal Youth or Criminal Mental Health clients but is required to be included on the enhanced referral lists.