

How to Apply to the OCL Clinical Panel

9/9/2013

Table of Contents

I. OVERVIEW.....	1
A. PURPOSE OF THIS DOCUMENT.....	1
B. TYPING CONVENTIONS	1
C. INCREASING/DECREASING ONSCREEN FONT SIZE	2
D. NAVIGATING THE APPLICATION FORM.....	2
1. <i>Mouse Navigation</i>	3
2. <i>Keyboard Navigation</i>	3
II. COMPLETING THE APPLICATION FORM.....	4
A. SELECTING THE PANEL TO WHICH YOU WISH TO APPLY	4
1. <i>Confirming you have read the “Notice of Collection” page</i>	5
2. <i>Validating Your Email Address</i>	6
B. COMPLETING THE “IDENTIFICATION” PAGE.....	8
C. CONFIRMING SUPPORTING DOCUMENTS ARE AVAILABLE FOR UPLOAD.....	11
D. COMPLETING THE GENERAL INFORMATION PAGE	12
E. COMPLETING THE PERSONAL AND PROFESSIONAL SUITABILITY PAGE.....	18
F. COMPLETING THE EDUCATION AND PROFESSIONAL DEVELOPMENT PAGE.....	20
G. COMPLETING THE PROFESSIONAL EXPERIENCE PAGE	22
H. PRINTING YOUR APPLICATION ANSWERS.....	24
I. UPLOADING YOUR DOCUMENTS AND SUBMITTING YOUR APPLICATION	24
III. CHECKING ON YOUR APPLICATION STATUS.....	29

I. OVERVIEW

A. Purpose of this Document

This document provides you with the following information:

- What you need to know before you begin the on-line application
- Page by page directions on how to complete the application form

We also recommend that you click each of the links located in the panel on the left side of your screen, and review the content of each page:

- Clinical Panel Selection Criteria;
 - This page lists some of the criteria used by the Office for selecting prospective panel members.
- Before You Start:
 - This page provides an overview of the information you will need to have readily available before you begin your data entry. This page also provides a **Sample clinical application questions** document. This will allow you to write your answers in advance so that you can copy and paste your response directly into the form.
- How to Apply:
 - This page explains the types of questions to be answered on each of the ten pages of the on-line application form, and includes details about navigation buttons on the screen. This page also provides a **Sample clinical application questions** document. This will allow you to write your answers in advance so that you can copy and paste your response directly into the form.
- Reference Forms:
 - This page describes how to submit your references and provides copies of the references forms.
- Writing Sample:
 - This page describes acceptable writing samples.
- After You Apply:
 - This page describes the types of communications that you might receive after you have submitted your application. This page also provides a document to assist in completing the Contractor Security Screening documents should you be selected to be added to the panel.
- System Requirements:
 - This page describes the minimum system requirements for completing the on-line application and uploading of requested documents;

B. Typing Conventions

To provide consistency and ease of reading this document, certain typing conventions and symbols have been used throughout. They are described below:

Green underline is used to indicate a cross-referenced hyperlink to another location in this document. If you are reading this document on the screen, click this green hyperlink to jump to that section.



The “Tip” icon is used to indicate a suggestion for improving efficiency.



The “Reminder” icon indicates important information that is reiterated.



The “Caution” icon is used to indicate a warning.



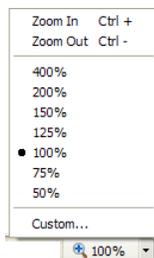
The “Note” icon is used to draw your attention to additional information.

<Fieldname> The names of fields are typed within a pair of angle brackets using bold font, e.g. <Last Name>

C. Increasing/Decreasing Onscreen Font Size

You can use any Windows functionality that you know to change the size of the font. For example:

- To increase the font size:
 - Hold the [Ctrl] key on your keyboard, and roll forward the mouse scroll button that is located in the middle of your mouse between the left and right buttons; or
 - Press [Ctrl +]
- To decrease the font size:
 - Hold the [Ctrl] key on your keyboard, and roll backward the mouse scroll button that is located in the middle of your between the left and right buttons;
 - Press [Ctrl -]
- To display the zoom menu:
 - Click the Zoom control button located on the Taskbar in the bottom right corner of your screen



- Click the zoom option you want

D. Navigating the Application Form

You can navigate back and forth between the pages of your application form until you select the button.

You will find navigation buttons at the bottom of each page of the application form. You must use ONLY these buttons to move between pages:

- Click to move to the next page. You can only navigate to the next page if you have added data to all the fields on the page you are working on. If you attempt to navigate to the next page without completing all the required fields, you will be alerted to tell you what is required.
- Click to return to a previous page. When you return to a previous page, you do not lose your work on the page you are working on.



Do not use the internet browser buttons  (previous page) or  (next page) in an attempt to navigate between the application form pages, as doing so will exit the application form and **you will lose everything** that you have entered.

1. Mouse Navigation

As you complete the application form, you might select mainly with your mouse, so here are a few things to consider:

- Click once on command buttons such as  and 
- Click once on the arrow  at the end of a field to display the drop-down list
- Click once on an item in a drop-down list to make a selection

2. Keyboard Navigation

You can use the following keyboard shortcuts to move from field to field when completing the on-line application form.

Page keyboard navigation:

- Press the  (tab) key to move to the next field
- Hold the  (shift) key and press the  (tab) key to return to the previous field

Drop-down list selection:

- Click the arrow  at the end of a field to display the drop-down list
- Press  (down arrow) or  (up arrow) on your keyboard to scroll through the options in the lists. When the item you want is highlighted with a blue bar, press Enter to select it; or click the desired item
- Press [Esc] to close a drop-down list without making a selection

II. COMPLETING THE APPLICATION FORM

The general steps for completing the online application form are:

- Select the panel to which you wish to apply (Clinical);
- Confirm that you have reviewed the instructional information (including this guide);
- Validate your email address;
- Confirm that your supporting documents are available for upload;
- Complete the data entry on all pages;
- Upload your supporting documents;
- Submit your application.

You will find details for each of these processes in the following sections.



A. Selecting the Panel to Which You Wish to Apply

This online application website can be used for both the Clinical and Legal panels of the OCL, so you must ensure that you indicate the correct panel, as your first step. You do this as follows.

When you access the OCL web site, the first page you see is the “**Home**” page. Down the left side of the screen you can see links relating to the Legal panel, followed by links related to the Clinical panel. Before selecting the Clinical Panel application form, please make sure you have reviewed all the information pages by clicking each of the links in the Clinical Panel section.

To select the Clinical panel:

1. With the “**Home**” page on your screen, click the **Apply to Personal Rights Clinical Panel**> link in the pane down the left side of your screen
-

The screenshot shows the Ontario Ministry of the Attorney General website. The navigation menu includes 'HOME', 'PERSONAL RIGHTS LEGAL PANEL', 'CLINICAL PANEL', 'MORE ABOUT WHAT WE DO', and 'CONTACT US'. The 'CLINICAL PANEL' section is expanded, showing options like 'Clinical Panel Selection Criteria', 'Before You Start', 'How to Apply', 'Reference Forms', 'Writing Sample', 'After You Apply', 'System Requirements', and 'Apply to Clinical Panel'. A red box highlights the 'Apply to Clinical Panel' link, with a callout bubble pointing to it that says 'Click here to apply to the Clinical Panel'.

You are presented with the “Notice of Collection” page, which you must read and confirm that you have read before proceeding with the application.

1. Confirming you have read the “Notice of Collection” page



You MUST read the information on the “Notice of Collection” page prior to performing this step.

To indicate that you have read the page:

1. Read the “Notice of Collection” page

The screenshot shows the 'Notice of Collection' page. It contains the following text: 'Please read the statement below before proceeding to the online application: Your personal information is being collected for the purpose of determining your suitability for the Office of the Children's Lawyer's Personal Rights Panel of lawyers and clinical investigators, and for the purpose of administering the Personal Rights Panel by the Office of the Children's Lawyer. The use and disclosure of your personal information will be restricted to these purposes or any consistent purpose. The Office of the Children's Lawyer will not otherwise disclose the personal information you have provided, except as required by law. Questions about the collection should be directed to the Freedom of Information and Protection of Privacy Act Counsel, Office of the Children's Lawyer, c/o MGS Mail Delivery Services, 2B-88 MacDonald Block, 77 Wellesley Street West, Toronto, ON M6A 1N3, or telephone 416-314-8000.' Below this text is a red box containing the statement 'I have read the Notice of Collection and am ready to proceed.' followed by a checkbox. A callout bubble points to the checkbox with the text 'Click this checkbox to confirm that you have read this notice'.

2. Select the check box to the right of the statement “I have read this Notice of Collection and am ready to proceed”

A check mark displays in the box and the **Next** button displays below the statement.

I have read the Notice of Collection and am ready to proceed.

The Next button appears when you check the box

Next

The next step is to validate your email address, after which you will be ready to begin the application process.

2. Validating Your Email Address

Before continuing with the application procedure, you **MUST** validate your email address. This step is required to ensure that you will receive all communications generated by the application process.

To validate your email address:

1. Click the **Next** button at the bottom of the “Notice of Collection” page
The “Email Address Validation” page displays.

Email Address Validation

When you click on the validate button you will receive a confirmation email shortly. Please only proceed once you have received this email. Please look in your Junk or Spam folders if you do not see this e-mail within a few minutes.

Please enter your e-mail address:

1. Type your email address in this box

Validate

2. Click the Validate button after you have typed your email address

Please check if you received the email:

3. Click this box AFTER you receive the confirmation email

2. Click the text box and type your email address
3. Click the **Validate** button
You will receive an email confirming that your email address has been validated.

Application to Office of the Children's Lawyer Panel - Message (HTML)

From: sse@ontario.ca
To:
Cc:
Subject: Application to Office of the Children's Lawyer Panel

Sent: Thu 07/11/2013 9:59 AM

This is an automatically generated message to verify that your email address is valid. Please go back to the site and continue with the application.

4. Open and read the email when you receive it (close it when done)
5. Select the check box to the right of the statement “Please check if you received the email”

A check mark appears in the box.

The **Next** button displays.

The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: 'Clinical Panel Selection Criteria >', 'Before You Start >', 'How to Apply >', 'Reference Forms >', 'Writing Sample >', 'After You Apply >', 'System Requirements >', 'How to Guide - Completing the Application for the Clinical Panel >', and 'Apply to Clinical Panel >'. The main content area is titled '1 of 10' and 'Email Address Validation'. It contains the following text: 'When you click on the validate button you will receive a confirmation email shortly. Please only proceed once you have received this email. Please look in your Junk or Spam folders if you do not see this e-mail within a few minutes.' Below this is the instruction 'Please enter your e-mail address:' followed by a text input field and a 'Validate' button. Underneath is the instruction 'Please check if you received the email:' followed by a checked checkbox. At the bottom right, there is a 'Next' button. A red callout box points to the 'Next' button with the text: 'The Next button displays AFTER you select the check box'.

6. Click .
The "Identification" page displays.

B. Completing the "Identification" Page

The "Identification" page is page 2 of 10, and the information recorded on this page includes such personal details as your name, address, and phone numbers, etc.

To complete the Identification page:

1. Make sure the "Identification" page is on the screen.

HOME | PERSONAL RIGHTS LEGAL PANEL | CLINICAL PANEL | MORE ABOUT WHAT WE DO | CONTACT US

Clinical Panel Selection Criteria >
 Before You Start >
 How to Apply >
 Reference Forms >
 Writing Sample >
 After You Apply >
 System Requirements >
 "How to" Guide - Completing the Application for the Clinical Panel >
 Apply to Clinical Panel >

2 of 10

Identification

First Name: *

Middle Name:

Last Name: *

Address Type: * Business: Mailing

Country: * CANADA

Province/State: * Ontario

City/Town/Municipality: *

Postal/Zip Code: *

Address: *

Telephone Type: * Home

Telephone Number: *

Fax Number:

E-mail Address: * gmo@hotmail.com

Do you have a previous connection with our organization (e.g., worked as a student or in another capacity at the office)? * Yes No

If yes, please provide details. *

Have you been a member of our Legal, Clinical or Property Rights panel in the last 5 years? * Yes No

If yes, which panel(s)? * Clinical Personal Rights Legal Property Rights

Start Year: End Year:

If yes, when? *

What is/was your Vendor Number?

What is/was your Site Code?

What percentage of your practice is/was devoted to the Office of the Children's Lawyer cases? * %

What is your HST Number?

2. Click the <First Name> field and type your first name
3. (Optional) Click the <Middle Name> field and type your middle name
4. Click the <Last Name> field and type your last name

To change the address type to Home Mailing:



The default address type is **Business Mailing**. If this is correct you can omit this step.

5. Click the  at the end of the <Address Type> field
6. Select **Home Mailing** from the drop down list

The next field is <Country>, which Defaults to CANADA.

To choose a different country (if necessary):

7. Click the down arrow  at the end of the field
8. Scroll through the list until you find the country you want
9. Click the applicable country

The next field is <Province/State>, which defaults to Ontario.

To choose a different province/state (if necessary):

10. Click the down arrow  at the end of the field
11. Scroll the list

12. Click the applicable province/state

To complete the rest of your business address:

13. Click the <City/Town/Municipality> field and type the name of your city, town or municipality
14. Click the <Postal /Zip Code> field and type your postal code in the format of A#A #A#, or your state in the format of #####



The format of the postal code is validated when you save the page so you are able to fix it if you enter it incorrectly

To enter business information:

1. Click the <Address> field and type your street address and suite number if applicable
2. Click the  at the end of the <Telephone Type> field and select from Home, Business, or Mobile
3. Click the <Telephone Number> field and type the phone number
4. Click the < Fax Number> field and type the fax number

The <Email Address> field defaults to the email address that you provided and which was validated on page one of the application form. This field is not editable.

To provide further details relating to your practice:

To complete the fields relating to your previous connection with our organization:

5. Click either the “Yes” or “No” radio button for the <Do you have a previous connection with our organization> question
When you click “Yes” additional fields display that you MUST complete.

To complete the fields relating to your previous OCL experience:

6. When you respond “Yes”, to the question, < Have you been a member of our Legal, Clinical or Property rights panel in the last 5 years?> you will see a series of check boxes from which you can select one or more applicable panel type(s).
If you select “Yes”, additional fields display, which you MUST complete.
7. Click the <If yes, when? Start year> field and type the year (4 digits)
8. Click the <End Year> field and type the year (4 digits)
9. Click the <What is/was your Vendor Number?> field and type your vendor number
10. Click the <What is/was your Site Code?> field and type your site code (this was assigned previously when you were initially empanelled)
11. Click the <What percentage of your practice is devoted to the Office of the Children’s Lawyer cases?> and type a numeric value
12. Click the <What is your HST Number> field and type your HST number (exactly 15 characters)

This is the last of the questions on this page.

After you have completed the page, click



The next page that displays is the “Please Confirm that your supporting documents are ready” (which is page 3 of 10).

The next step is to confirm that you have all the required documents ready to be uploaded. You will not actually upload them until the last page of the application process, but if you have not yet done so, now is the time to locate the soft copies of these

documents and to make sure that they are available in one of the following formats:
PDF, .doc or .docx.



If you wait until the last page to do this, the application could “time out” while you are searching for the documents. If this happens, you will lose everything you have typed so far, and you will have to return to the “**Home**” page and begin again.

C. Confirming Supporting Documents are Available for Upload

In order to be able to continue with the application process, you are now required to indicate that your supporting documents are in one of the acceptable formats, and are ready to be uploaded. You will not be able to continue unless you select “Yes” for all your documents.

To confirm your supporting documents are available for upload:

1. Make sure that the “Please Confirm Your Supporting Documents are Available” page (which is page 3 of 10) is on the screen
2. Observe that the only command button at the bottom of the page is [Back](#).



You can click [Back](#) to return to the “Identification” page to modify what you have already written.

The screenshot shows a web form with a navigation menu on the left and a main content area. The main content area is titled "Please confirm that your supporting documents are ready" and contains a list of documents with "Yes" and "No" radio buttons. The documents listed are: Curriculum Vitae, Writing Sample, Professional Reference #1, Professional Reference #2, Cover Letter, and Liability Insurance Certificate. The "Yes" radio button for "Liability Insurance Certificate" is highlighted with a red box. A callout box points to this button with the text "You can continue without selecting Yes for the insurance Certificate". Another callout box points to the "Yes" radio buttons for the other documents with the text "Click yes for all documents then click Next". A "Back" button is located at the bottom right of the form.

3. Click the “Yes” radio button for each available document (if you do not have the Liability Insurance Certificate available, you may select “No” and be able to continue will require a copy if you are selected to join the panel)

After you click the last “Yes” the [Next](#) button displays.

4. Click [Next](#)
The “General Information” page displays.

The “General Information” page contains questions relating to the areas in which you are willing to work and travel, and to your spoken languages.

D. Completing the General Information Page

On the “**General Information**” page (which is page 4 of 10) you will be required to indicate if you have previously applied to OCL, your primary work location, and those other areas to which you are willing to travel, and the languages in which you are able to conduct business.

To complete the General Information page:

1. Make sure the “**General Information**” page is on the screen

To select the date on which you previously applied to the OCL:

2. For the <Have you ever applied to OCL before?> field, click either the “Yes” or “No” radio button.
When you click “Yes”, a new **required** field displays.
3. Click the <If so, please indicate what year> field if you selected “yes” to the previous question) and type the year

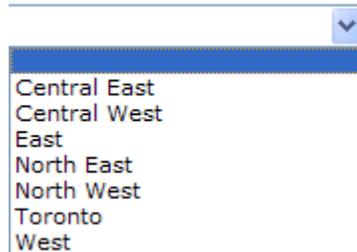
In the next group of questions you will be indicating the region(s) and city(ies) in which you live and work and to which you would be willing to travel.



The listed cities are those in which the Courts are located. If you do not see your actual city of residence or work, select the closest city geographically.

To select the region to which you live and work most of the time:

4. Click the **<Region in which you live and work most of the time>** field
5. Click  at the end of the field
A list of regions displays.

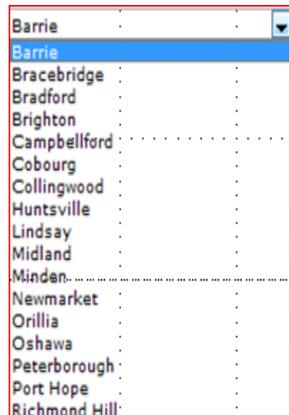


6. Click your primary region
Your selection displays in the field, and the next two fields are pre-populated with data (which you can change, if necessary, as described below).

The first field displays the name of one of the cities from the selected region.

To choose a different city (in which you live and work most of the time):

7. Click the  at the end of the **<City in which you live and work most of the time>** field
A list displays containing cities within the selected region.



8. Click your primary city
Your selection displays in the field.

The next field displays the same region that you selected as your primary region.

To choose a different region (to which you are willing to travel):

9. Click  at the end of the **<Region willing to travel to>** field
A list of regions displays

10. Click one of the regions
The field displays your selection, and a list of cities within this region displays below the selected region.

A check box displays to the left of each of these cities. You can click a check box to select the city.

You MUST now indicate the cities within this region to which you are willing to travel. You may select as many check boxes as you like.

To indicate to which cities within this region you are willing to travel:

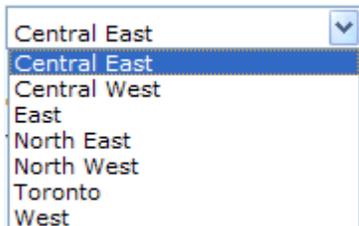
11. Click the check box to the left of any city to which you are willing to travel
A check mark displays in the check box to the left of a selected city
12. Repeat this step for each city to which you are willing to travel

If you wish, you may include other regions, and their respective cities to which you are willing to travel within that region

Observe that “**+Add Another Region**” displays immediately below the region you selected.

To include other regions and cities:

13. Click **<+Add Another Region>**
A new drop-down list field displays from which you will select the region.
14. Click  at the end of the field
A list of regions displays



To remove a region, click the **Remove** link to the right of the region field.

15. Click one of the regions
Your selection displays in the field, and the cities within that region display below the region.
16. Click the check boxes for the cities to which you are willing to travel within that region
Check marks appear in the check boxes that you select.



You can repeat this process for any/all additional regions to which you are willing to travel.

In the next group of questions you will indicate your spoken and written fluency for each of the languages that you know (up to a maximum of six).

The default language is English. You only need to provide your written and spoken fluency for English. However, for any other languages that you know, you need to provide the language name, your written fluency and spoken fluency in that language. ASL requires fluency only.



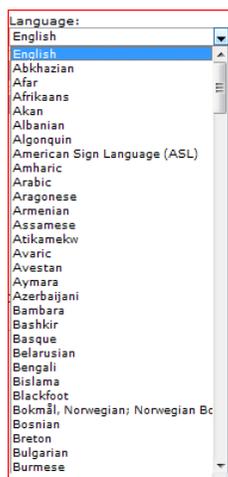
We will not be testing your abilities.

To select another language:



You only need perform this step for languages other than English.

1. Click  at the end of the <Languages> field
A list of languages displays.



2. Click the language

To select your written fluency:

3. Click  at the end of the <Writing Fluency>field

A list of fluency levels displays.

Writing Fluency:

- Basic
- Intermediate
- Advanced
- Superior

- Click the applicable written fluency level

To select your spoken fluency:

- Click  at the end of the <Spoken Fluency>field
A list of fluency levels displays.

Spoken Fluency:

- Basic
- Intermediate
- Advanced
- Superior

- Click the applicable spoken fluency level

If you want to provide details about any other languages that you know, you need to display the fields into which you can enter the information.

Observe that “**+Add Another Language**” displays immediately below your primary language fields.

To add another language that you know:

- Click <**+Add Another Language**>
A new language drop-down field displays.



To remove a language, click the **Remove** link to the right of the language field. This removes the language, writing fluency and spoken fluency fields.

- Click  at the end of the <Language>field
A list of languages displays.
- Click your secondary language and repeat the preceding steps to indicate written and spoken fluency for this second language
- Repeat this process for all languages with which you are familiar (up to a maximum of six languages)

To describe your reason for wishing to join the OCL panel:

- Click the field <**Please tell us why you wish to join the Office of the Children’s Lawyer Personal Rights Clinical Panel**> and provide details (no size limit). You may type in this field, or you may copy from another source and paste it into the field.

To indicate your ability to give evidence in English:

- Click either the “Yes” or “No” radio button for the question <**Can you give evidence in Court in English?**>

To indicate your ability to give evidence in French:

- Click either the “Yes” or “No” radio button for the question <**Can you give evidence in Court in French?**>
-

To indicate how much time you can commit the OCL:

13. Click the <**How much time per week can you commit to Children’s Lawyer Work (hours)?**> field and type the number of hours (e.g. 17)

Please review your responses on this page before you continue.

To indicate that you are ready to continue to the next page:

14. Click .
The “Personal and Professional Suitability” page displays.
-

E. Completing the Personal and Professional Suitability Page

On the “**Personal and Professional Suitability**” page (which is page 5 of 10) you will be required to provide information of a personal nature that is protected.



Answering “Yes” to questions on this page does not automatically disqualify you or limit your involvement.



Any changes to the responses on this page that arise during your term on the panel must be reported promptly to the Office of the Children’s Lawyer.

To complete the Personal and Professional Suitability page:

1. Make sure the “**Personal and Professional Suitability**” page is on the screen

All the fields on this page are questions that require a “Yes” or “No” answer. For many of these fields, when you select “Yes”, you will also be required to provide details in a text box. If you omit the details, you will be unable to navigate to the next page.

2. Read each question and click the appropriate radio button

A dot appears in the radio button, and for all questions except the first and last ones a text box also appears in which you **MUST** provide the applicable details.

When you respond “Yes”, to the last question, <**Have you ever been involved in a personal capacity in a proceeding involving the Office of the Children’s Lawyer?**> you will see a series of check boxes from which you can select one or more applicable case type(s). You will also see an additional text box in which you **MUST** describe the nature of the involvement.

If yes, please indicate which: *

- Child Protection
- Custody or Access
- Property Rights - Estates or Civil Litigation
- Clinical Investigation and Report
- Secure Treatment

What was the nature of this involvement? *

Select one or more of these check boxes, then type the applicable details in the accompanying text box

Back Next

3. Click as many of these check boxes as apply
4. Click the text box for the question, <**What was the nature of this involvement?**> and provide details. You can type into the text box, or copy text from another source and paste it into this field.
5. After responding to all questions on this page, click [Next](#)
The “Education and Professional Development” page displays.

F. Completing the Education and Professional Development Page

On the “**Education and Professional Development**” page (which is page 6 of 10) you will be answering questions related to your education and any specialized training that might be relevant to the work of the Office of the Children’s Lawyer.

To provide details regarding your law degree:

1. Make sure the “**Education and Professional Development**” page is on the screen

These questions require you to describe any areas in which you have any specialized experience or training. If you respond with a “Yes” to any of these areas, you **MUST** provide details.

To describe specialized experience/training in any of the following areas:

1. Click either the “Yes” or “No” radio button for the <**Mental Health Issues**> field
2. When you select “Yes” a text box displays in which you **MUST** provide details
3. Click either the “Yes” or “No” radio button for the <**Cultural Issues**> field
4. When you select “Yes” a text box displays in which you **MUST** provide details
5. Click either the “Yes” or “No” radio button for the <**Substance abuse**> field
6. When you select “Yes” a text box displays in which you **MUST** provide details
7. Click either the “Yes” or “No” radio button for the <**Sexual abuse/trauma**> field
8. When you select “Yes” a text box displays in which you **MUST** provide details
9. Click either the “Yes” or “No” radio button for the <**Domestic violence**> field
10. When you select “Yes” a text box displays in which you **MUST** provide details
11. Click either the “Yes” or “No” radio button for the <**Dispute resolution**> field
12. When you select “Yes” a text box displays in which you **MUST** provide details

13. Click either the “Yes” or “No” radio button for the **<Other relevant areas>** field
14. When you select “Yes” a text box displays in which you **MUST** provide details

To provide other education or experience details:

15. Click the **<Please list the continuing education programs you have attended in the last two years>** field and provide details

Click either the “Yes” or “No” radio button for the **<Have you taught any courses or made any formal presentations in the last 5 years, (e.g. at conferences)?>** field

If you select “Yes”, a new text field displays that provides guidelines on what is required

16. Click the text box and provide details of any courses or presentations that you feel might be relevant to work on the OCL panel. These need not be confined to courses or presentations on clinical topics.

To provide details on your published work:

17. Click either the “Yes” or “No” radio button for the **<Have you published any books or articles on topics that might be relevant to work on the OCL panel?>** field

If you select “Yes”, a new text box displays into which you must provide details.

18. Click the text box and provide details on any publications you have written

To indicate if you have an MSW:

19. Click either the “Yes” or “No” radio button for the **<Do you/will you possess a Masters of Social Work (MSW)?>** field

If you select “Yes”, two new text fields display

20. Click the text box of the **<If yes, what institution?>** field and type the information
21. Click the text box of the **<If yes, what year will you/did you obtain your degree?>** field and type the year

To indicate if you have a bachelor’s degree:

22. Click either the “Yes” or “No” radio button for the **<Do you/will you possess a bachelor’s degree?>** field

If you select “Yes”, three new text fields display

23. Click the text box of the **<If yes, please indicate which degree(s) you obtained/will obtain?>** field and type the information
24. Click the text box of the **<If yes, from what institution did you/will you graduate?>** field and type the information
25. Click the text box of the **<If yes, what year did you/will you obtain your degree?>** field and type the year

26. After responding to all the questions on this page click

[Next](#)

The “Professional Experience” page displays.

G. Completing the Professional Experience Page

On the “**Professional Experience**” page (which is page 7 of 10) you will be answering questions related to your experience. You can type directly into the fields or copy from another source and paste it into the fields.

To provide details of your experience:

1. Make sure the “**Professional Experience**” page is on the screen

The screenshot shows the 'Professional Experience' page. At the top, there is a navigation bar with links: HOME | PERSONAL RIGHTS LEGAL PANEL | CLINICAL PANEL | MORE ABOUT WHAT WE DO | CONTACT US. On the left, there is a sidebar menu with links: Clinical Panel Selection Criteria, Before You Start, How to Apply, Reference Forms, Writing Samples, After You Apply, System Requirements, How to Guide - Completing the Application for the Clinical Panel, and Apply to Clinical Panel. The main content area is titled 'Professional Experience' and contains the following questions and fields:

- 7 of 10
- Professional Experience**
- Please describe your professional/extracurricular/personal work with children and youth.*
- When specifically considering the needs of children and youth in your local community, what have you observed to be the most significant service gaps?*
- Are you involved in any professional associations?* Yes No
- Do you have 5 years of clinical experience?* Yes No
- What particular skills would you bring to this position?*
- Buttons: Back, Next

2. Click the <**Please describe your professional/extracurricular/personal work with children and youth**> field and provide this information.
3. Click the < **When specifically considering the needs of children and youth in your local community, what have you observed to be the most significant service gaps?**> field and provide details. You can type directly in the field, or you can copy from another source and paste it into the field.
4. Click either the “Yes” or “No” radio buttons of the <**Are you involved in any professional associations?**> field
5. If you select “Yes”, a new field displays in which you **MUST** provide details.
6. If you selected “Yes” for the previous question, click the <**If so, please list**> field and type the names of any associations to which you belong

7. Click either the “Yes” or “No” radio buttons of the **<Do you have 5 years of clinical experience?>** field
 8. If you select “Yes” the **<If yes, please provide details>** text box displays.
 9. Click the box and type the required information

 10. Click the **<What particular skills would you bring to this position?>** field and type the required information

 11. After responding to all the questions on this page click  The “Upload” page displays.
-

H. Printing Your Application Answers

On the “**Print Application**” page (which is page 8 of 10) you will be print or save your application answers,

The screenshot shows a web application interface for printing an application. On the left is a navigation menu with links like 'Clinical Panel Selection Criteria', 'Before You Start', 'How to Apply', etc. The main content area is titled 'Print Application' and contains a form with several sections: 'Identification' (Name, Business Mailing address, Home Telephone number, E-mail address, etc.), 'General Information' (Central Seat, Language, etc.), 'Personal and Professional Suitability' (You reported that: You do not have a criminal record, etc.), and 'Education and Professional Development' (You reported that you have specialized experience/training in: Mental health issues, etc.). A large 'Sample' watermark is overlaid on the form. A red box highlights the 'Print' button in the top right corner, with a callout box stating 'Click Print button to print your application answers'.

1. After printing your The “Upload” page displays.

I. Uploading Your Documents and Submitting Your Application

On the “**Upload Supporting Documents**” page (which is page 9 of 10) you will be uploading your supporting documents, electronically signing your application to the Clinical panel of the Office of the Children’s Lawyer, and submitting your information.

Please be aware that once you click the button you will not be able to change any information on your application, so you might want to use the button and review each page of your information, and replace any “placeholder” text that you might have entered before you submit. Use the button to navigate back to this page.

The following screenshot provides an overview of the processes to be conducted on this page.

The instructions on this page are broken into two processes:

- Uploading your documents
- Submitting your information.

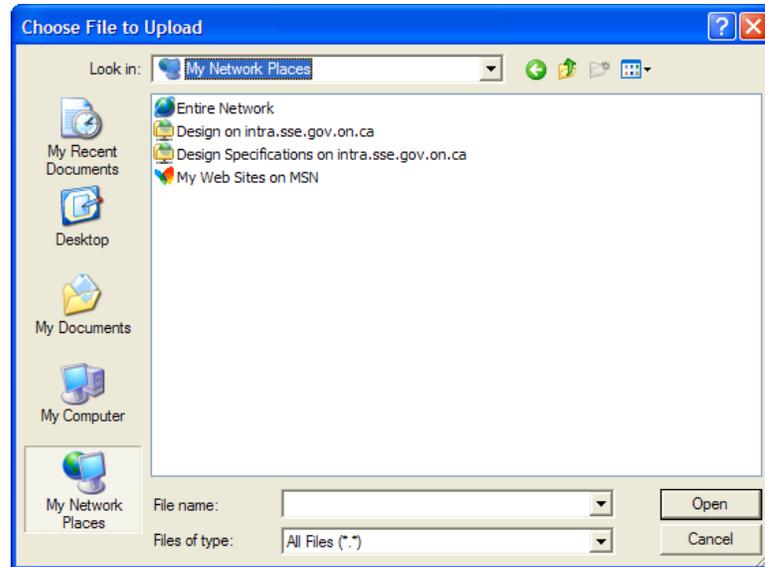


Your supporting documents must be in one of the following formats: **.doc**, **.docx**, or **.pdf**.

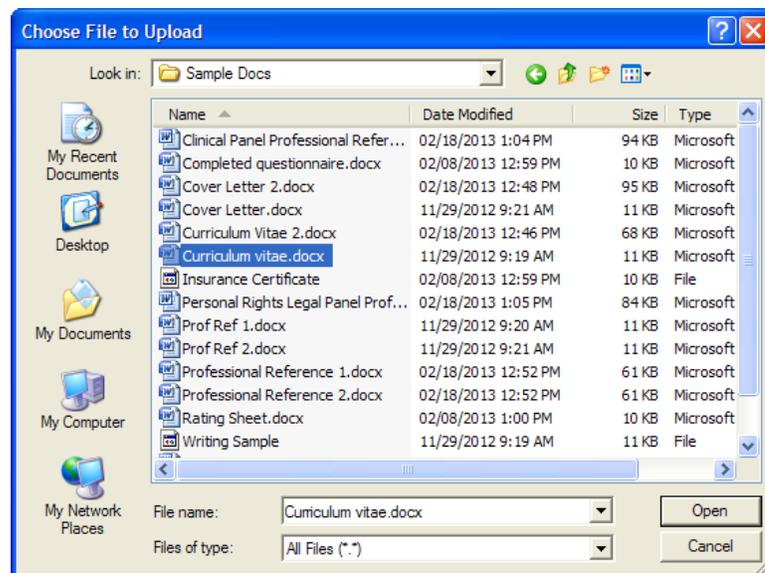
To upload your supporting documents:

1. Make sure the **“Upload Supporting Documents”** page is on the screen

2. Click **Browse...** at the end of the **<Curriculum Vitae>** field
A **“Choose File to Upload”** dialog box displays.



3. Using standard Windows navigation techniques locate your curriculum vitae
4. Click your document to highlight it with a blue bar



5. Click
- Or
Double-click the document
Your document name (and current location) appears in the <Curriculum Vitae> field to the left of the button.



The file location will be replaced by just the document name when you click the button.

6. Repeat the preceding process for each of the documents to be uploaded

After you have uploaded all your documents, you are ready to electronically sign your application. This process follows next, but please verify your application data before you proceed.

To electronically sign your application:

7. Scroll down to the “**Submit Information**” section of the page

Submit Information

Please note that once you press the 'Submit' button, all documents will be uploaded, all information will be saved, and no further changes can be made to your application.

I understand the purpose for which this application will be used and certify that the information given in the application is correct and complete. I authorize the Office of the Children's Lawyer to make inquiries and request information about me for the purpose of determining my eligibility for the Clinical Panel.

First Name* Last Name*

Date:

8. Please read the information
 9. Click the <**First Name**> field and type your first name
 10. Click the <**Last Name**> field and type your last name
 11. Click
- The page is cleared of your information and displays a message acknowledging receipt of your application, and provides your application ID number.

HOME | PERSONAL RIGHTS LEGAL PANEL | CLINICAL PANEL | MORE ABOUT WHAT WE DO | CONTACT US

[Clinical Panel Selection Criteria >](#)
[Before You Start >](#)
[How to Apply >](#)
[Reference Forms >](#)
[Writing Sample >](#)
[After You Apply >](#)
[System Requirements >](#)
["How to" Guide - Completing the Application for the Clinical Panel >](#)
[Apply to Clinical Panel >](#)

10 of 10

Thank you for submitting your application

Your application id is: **977**

You will soon receive a confirmation e-mail with a link enabling you to check the status of your application. Please look in your Junk or Spam folders if you do not see this e-mail within a few minutes.

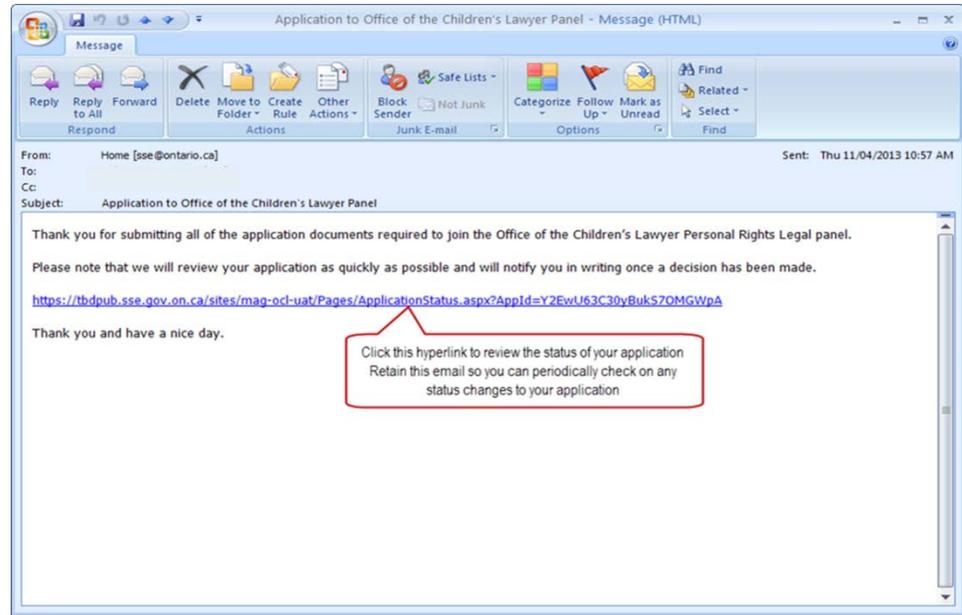
How Did We Do?

We are always trying to make our online application process more accessible and user friendly. As you have now completed the OCL Panel Application, we would ask you to provide us with your candid feedback about your experience by clicking the link below.

Your comments are collected anonymously and solely for the purpose of improving the OCL online application process. Survey responses will only be reviewed by our web designer and will not be shared in any way with those individuals who are involved in the application process.

<https://www.surveymonkey.com/s/OCLOnlineApplicationUsabilitySurvey>

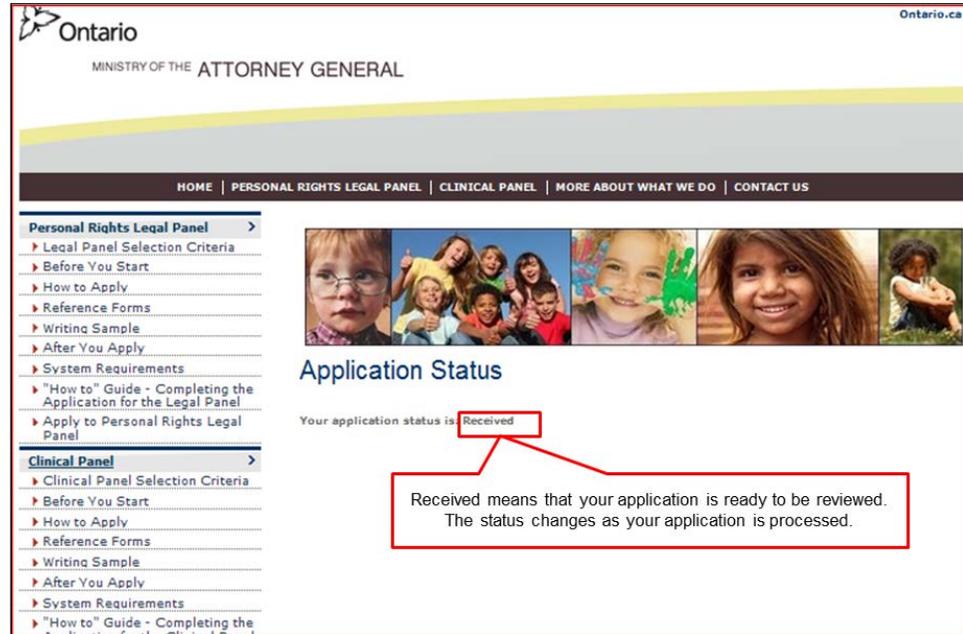
- Your application and supporting documents have now been submitted to the Office of the Children's Lawyer and you will soon receive an email confirming its receipt.
12. Open the email in your Inbox



The email contains a link back to the application site and confirms that your application has been received.

13. Click the hyperlink

A message displays confirming that your application has a “Received” status (meaning that it is now waiting to be reviewed by the Empanelment Administrator).



Thank you very much for your interest in becoming a member of our Clinical panel.

You may periodically wish to check up on the status of your application. Please see the next page.

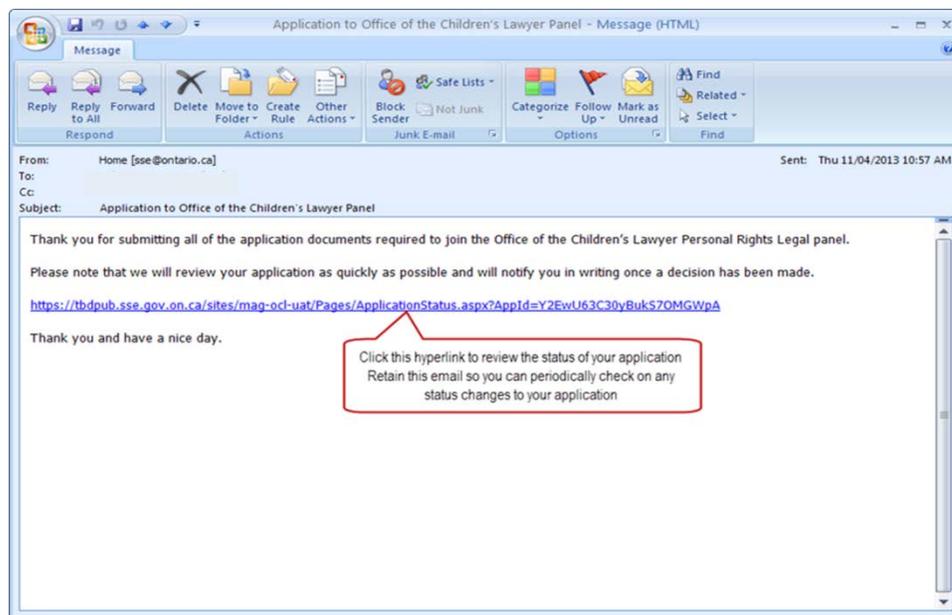
III. CHECKING ON YOUR APPLICATION STATUS

After you have received the confirmation email that contains a link to your application form, you are able to use the same link to review the status of your application as it changes. The three statuses through which your application might be processed are:

- Received:** This status means that your application that has been successfully received by the system.
- Under Consideration:** This status means that your application is being reviewed, after which you could be invited for an interview. This status remains unchanged during the interview and post-interview processes.
- Decision Made:** This means that a decision has been made with respect to your application, which could occur following receipt of your submission or after the interview/post-interview processes. You will always receive a letter informing you of the decision.

To review your application status:

1. Open the email that you received confirming receipt of your application form. The email contains a link back to the application site.



1. Click the underlined hyperlink. Initially, the message that displays confirms that your application has a "Received" status, but it could also display "Under Consideration" or "Decision Made".

The screenshot shows the Ontario Ministry of the Attorney General website. The header includes the Ontario logo and the text 'MINISTRY OF THE ATTORNEY GENERAL'. A navigation bar contains links for 'HOME', 'PERSONAL RIGHTS LEGAL PANEL', 'CLINICAL PANEL', 'MORE ABOUT WHAT WE DO', and 'CONTACT US'. On the left, there are two main menu sections: 'Personal Rights Legal Panel' and 'Clinical Panel', each with a list of sub-links. The main content area features a banner with photos of diverse children. Below the banner, the heading 'Application Status' is followed by the text 'Your application status is: Received'. A red callout box points to the word 'Received' and contains the text: 'Received means that your application is ready to be reviewed. The status changes as your application is processed.'

2. Close the web site
3. Close the email

You can repeat this process as often as you like to check on your application status.