

Dear HLA Member:

The following information sheet has been provided by the Hamilton Law Association's Continuing Professional Development Committee to assist you in navigating the CPD requirements introduced by the Law Society of Upper Canada on January 1<sup>st</sup>, 2011, and amended May 30<sup>th</sup>, 2013 and October 1<sup>st</sup>, 2014.

# CONTINUING PROFESSIONAL DEVELOPMENT LAW SOCIETY OF UPPER CANADA REQUIREMENT

- 12 hours of Continuing Professional Development (CPD) must be completed each calendar year.
- The CPD hours will consist of a minimum of 3 Professionalism Hours on topics related to professional responsibility, ethics and/or practice management and up to 9 Substantive Hours per year.
- Lawyers **must** record their completed CPD hours using the Law Society Member Portal at: <https://portal.lsuc.on.ca/>
- Partial attendance at CPD programs must be self-reported, if applicable
- Lawyers who do not complete their CPD Hours or who fail to report their CPD through the LSUC Portal by December 31, will be charged a late fee, in addition to being subject to administrative suspension.

## NEW – October 2014

The Law Society has made changes to the CPD requirement in response to lawyer and paralegal input and following its two-year review of the program.



### Changes Effective May 30, 2013:

#### **1. Co-writing and co-editing are now eligible activities**

Writing and editing books or articles with a co-author are now eligible CPD activities, to a maximum of 6 Hours annually. Each author must be able to verify the number of hours he or she spent writing or editing. Previously, only sole authorship activities were eligible.

#### **2. Writing and editing for firm publications are now eligible activities**

Writing and editing for firm or other in-house publications are now eligible CPD activities, to a maximum of 6 Hours annually. Previously, only writing and editing of materials for third-party publication or course materials were eligible. Writing for personal use remains ineligible for CPD Hours.

### Changes Effective October 1, 2014:

#### **1. Elimination of separate New Member Requirement**

New lawyers and paralegals who practise law or provide legal services will be subject to the same CPD requirement as experienced lawyers and paralegals.

New lawyers and paralegals are now required to meet the CPD requirement on a *pro rata* basis in the month after which they become licensed. For example, lawyers called to the Bar in June must complete 6 Hours of CPD, including 1.5 Professionalism Hours, by December 31.

#### **2. Late fee and reinstatement fee**

Lawyers who do not complete their CPD Hours or who fail to report their CPD through the LSUC Portal by December 31 will be charged a late fee, in addition to being subject to administrative suspension.

#### **3. Simplified reporting system introduced in 2014**

The Law Society has revised the process for reporting CPD Hours in response to licensee feedback.

When you login to the CPD section of the LSUC Portal and select 'Update My CPD' you will see a single reporting form into which you will enter all of your CPD programs and activities, including your Substantive and Professionalism Hours.

You will no longer need to search a list of accredited programs to enter Professionalism Hours.

Instead, you will use the free-form fields to enter details of each CPD program and activity you undertake.



# HAMILTON LAW ASSOCIATION

## CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMS

The HLA keeps a listing of all its past CPD programs on our website!

Visit <http://www.hamiltonlaw.on.ca/events-cpd/past-hla-cpd-programs> to view programs, agendas and CPD Hours dating back to 2011.

Some CPD programs presented by the Hamilton Law Association will qualify towards substantive hours only (9 of the 12 hours required by the LSUC) for their Continuing Professional Development. This will be indicated on the program flyer by the following.

This program is eligible for up to **XX** Substantive Hours.

Some of the CPD programs presented by the Hamilton Law Association will be accredited for Professionalism Hours. The flyer for these programs will include the following logo, and will state the number of substantive and / or professionalism hours that can be counted toward the CPD requirement.



**Download the following LSUC PDF for additional information on Eligible Educational Activities and how they qualify:**

<http://www.lsuc.on.ca/with.aspx?id=2147499738>

**Still have questions?** For more information about how HLA CPD programs qualify towards the LSUC requirement, please contact: **Mackenzie Faus**, Event Coordinator & Financial Assistant | Email: [mfaus@hamiltonlaw.on.ca](mailto:mfaus@hamiltonlaw.on.ca)

For more information on the LSUC's Continuing Professional Development requirement, please visit:

<http://rc.lsuc.on.ca/jsp/cpd/cpdFAQ.jsp>