



Continuing Professional Development

ELIGIBLE EDUCATIONAL ACTIVITIES - Current as of April 26, 2012

<p>Participation in CPD Programs or Courses</p>	<ol style="list-style-type: none">1. Interactive participation in CPD programs or courses (no annual maximum). This includes:<ol style="list-style-type: none">a) Attendance in person, online or by telephone, at live CPD programs and courses that provide an opportunity to interact with colleagues and/or instructors. This must include the ability to ask questions, directly or indirectly, e.g., the ability to email a question to the content provider during the online presentation; and/orb) viewing or listening to recorded or archived CPD programs and courses with at least one colleague.2. Viewing or listening to archived or recorded CPD programs or courses without a colleague for a maximum of 6 hours per year.3. Participation in asynchronous, online CPD courses that prompt responses throughout the learning process, such as requiring participants to respond to questions before they can move to the next module or section for a maximum of 6 hours per year. <p>This includes programming offered by education providers both in and outside Ontario. Includes, but is not restricted to legal organization/association programs and in-house programming provided in government, private law firms and corporate or non-private legal employment environments.</p>
<p>Participation as a registrant in a college, university or other designated educational institution program, including interactive distance education.</p>	<p>This includes LL.M. programs.</p>
<p>Teaching (for a maximum of 6 hours per year)</p>	<p>Actual teaching time will be multiplied by a factor of three to reflect preparation time. For example, 30 minutes of teaching will be equal to 1.5 CPD Hours. The content must be law-related and within the CPD definition (for the definition of</p>

	<p>CPD, see Overview of CPD Requirement). There is no limit on the type of audience. If the same content is taught more than once in a calendar year, CPD Hours are only available for the first delivery of that content. Teaching is an eligible activity only if it is undertaken on a volunteer or part-time basis. Teaching as part of a full-time or regular employment will not be eligible for credit.</p> <p>Acting as a judge or coach in a mooting competition at the law school level is an eligible activity. If the mooting competition is administered more than once in a calendar year and contains the same content, CPD hours are only available for the delivery of the first competition. This activity is eligible only if it is undertaken on a volunteer or part-time basis and is not part of a member's full-time or regular employment.</p> <p>In order to qualify for Professionalism Hours, the above activities must address topics of professional responsibility, ethics and/or practice management and be accredited in advance by the Law Society of Upper Canada. See CPD Accreditation Process for more information.</p>
<p>Acting as an Articling Principal or mentoring or being mentored or supervising a paralegal field placement (for a maximum of 6 hours per year)</p>	<p>The Articling Principal, mentor, or paralegal who is supervising a field placement and the lawyer or paralegal being mentored may claim the time spent discussing substantive or procedural law topics that maintain or enhance learning ability.</p> <p>Professionalism Hours for mentoring or being mentored are eligible as long as the topics of professional responsibility, ethics and/or practice management are covered. Experienced lawyers or paralegals (including those licensed on or before May 31, 2010) seeking Professionalism Hours for mentoring another member must have the activity accredited in advance by the Law Society of Upper Canada. See CPD Accreditation Process for more information.</p>
<p>Writing and editing books or articles (for a maximum of 6 hours per year)</p>	<p>The content must be law-related and within the CPD definition (for the definition of CPD, see Overview of CPD Requirement), must have been prepared solely by the person seeking the credit, and intended for publication or use in course materials, rather than primarily for personal use or marketing purposes. Credit for an article or book may only be claimed once. The credit may also be claimed for editing legal texts or case reports and for preparing case headnotes, with the same restrictions as set out for writing. There is no limitation on the audience for whom the work is written. Credit is only available for volunteer or part-time writing. Writing as part of full-time or regular employment will not receive credit.</p> <p>In order to qualify for Professionalism Hours, writing and/or editing activities must address topics of professional</p>

	responsibility, ethics and/or practice management and be accredited in advance by the Law Society of Upper Canada. See CPD Accreditation Process for more information.
Study Groups	<p>This will include attendance at a group session of two or more lawyers or paralegals that is organized for the purpose of discussing content that comes within the CPD definition (for the definition of CPD, see Overview of CPD Requirement). Study group participants may be lawyers or paralegals in a variety of settings: sole and small firm colleagues in the same community or lawyers or paralegals in the same firm, legal department, government agency, or clinic.</p> <p>File-specific discussion is not eligible.</p> <p>Lawyers or paralegals who facilitate study group sessions may claim up to 3 hours of credit for every 1-hour session to reflect preparation time.</p> <p>In order to qualify for Professionalism Hours, study group activities must address topics of professional responsibility, ethics and/or practice management and be accredited in advance by the Law Society of Upper Canada. See CPD Accreditation Process for more information.</p>
Education components of bar and law association meetings	Where lawyers or paralegals attend meetings that involve both business related to the association and an educational session dealing with substantive, procedural or professionalism content that fall within the CPD definition (for the definition of CPD, see Overview of CPD Requirement), only the hours devoted to the educational session are eligible.

EDUCATIONAL ACTIVITIES THAT ARE NOT ELIGIBLE FOR CPD HOURS:

- Any activity undertaken or developed primarily for the purpose of updating or marketing to existing or potential clients.
- Self-study.
- Acting as an adjudicator for a tribunal or board.
- Working as a member of a review or other panel.
- Pro-bono work.
- Marking work for law school or college courses.
- Acting as a chair or member of a tribunal or other institution or board.
- Attendance
 - by benchers at the business portion of Law Society meetings of Convocation or committees;
 - at the business portion of meetings of a legal association's board or committees;
 - at the business portion of Annual General Meetings; or

- at the launch of any form of legal materials.