



Record Keeping Standards Evidence of Compliance with Section 5 of By-Law 6.1

Eligible CPD Activities	Limit per Year	Acceptability Criteria or Limitations	Supporting Documentation (Retain until December 31st of the year following the year in which activities were reported)
Attendance at course	None	2 or more licensees in attendance Must be able to interact with participants and/or instructor	<ol style="list-style-type: none">1. Written confirmation of registration and/or receipt of payment2. Description of course to confirm subject matter, date, time, duration and opportunity for participant interaction3. One or more of the following:<ol style="list-style-type: none">1) Program materials2) If issued by provider and available, a letter, certificate, or other written independent attestation of course attendance/completion3) Time docket for the day of the program, including the CPD time

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Attendance at course/in-house program	None	<p>2 or more licensees in attendance</p> <p>Must be able to interact with participants and/or instructor</p>	<ol style="list-style-type: none"> 1. Description of course to confirm subject matter, date, time, duration and opportunity for participant interaction. (For example, a copy of email or calendar entry sent to confirm the date and time of the session, distribution and the licensee's attendance.) 2. Program materials/notes 3. Contact information of program organizer who can confirm licensee's attendance and minimum number of participants
Real time online course	None	<p>Must be able to interact with participants and/or instructor</p>	<ol style="list-style-type: none"> 1. Written confirmation of registration and/or receipt of payment 2. Description of course to confirm subject matter, date, time, duration and opportunity for participant interaction 3. One or more of the following: <ol style="list-style-type: none"> 1) Program materials 2) If issued by the provider and available, a letter, certificate, or other written attestation of course attendance/completion 3) Time docket for the day of the program, including CPD time

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<p>Archived courses (those viewed with one or more colleagues, presented by the firm to a group or presented to an audience by the local county law association or as part of a study group)</p>	<p>None</p>	<p>2 or more licensees in attendance</p> <p>Must be able to interact with participants and/or instructor</p>	<p>A) Archived course purchased by licensee:</p> <ol style="list-style-type: none"> 1. Written confirmation of registration and/or receipt of payment 2. Description of course to confirm subject matter, date, time, duration and opportunity for participant interaction 3. Program materials 4. Names and contact information of other participants to confirm attendance and minimum number of participants <p>B) Archived course offered by the firm:</p> <ol style="list-style-type: none"> 1. Description of course to confirm subject matter, date, time and opportunity for participant interaction. (For example, a copy of email or calendar entry sent to confirm the date and time of the session, distribution and the licensee's attendance.) 2. Program materials/notes 3. Contact information of program organizer who can confirm licensee's attendance and minimum number of

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			<p>participants</p> <p>C) Archived course by a third-party organization (e.g., local county law or bar association):</p> <ol style="list-style-type: none"> 1. Written confirmation of registration and/or receipt of payment 2. Description of course to confirm subject matter, date, time, duration and opportunity for participant interaction 3. Program materials 4. Contact information of the third-party organization personnel who can confirm the licensee's attendance and the minimum number of participants
Archived courses (those viewed individually)	6 hours		<p>Archived course purchased by licensee:</p> <ol style="list-style-type: none"> 1. Written confirmation of registration and/or receipt of payment 2. Description of course to confirm subject matter, date, time, and duration 3. Program materials

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Online asynchronous modular courses	6 hours	Online 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	<ol style="list-style-type: none"> 1. Written confirmation of registration and/or receipt of payment 2. Description of course to confirm subject matter, date, time, duration and opportunity for participant interaction 3. Program materials
Registrant in an educational institute program	None		<ol style="list-style-type: none"> 1. Written confirmation of registration and/or receipt of payment 2. Program materials or copy of syllabus to address incomplete courses in reporting period 3. Proof of completion of course
Teaching (seminar, workshop, judging moots, in-house, etc.)	6 hours	<p>1 hr teaching = 3 CPD hrs</p> <p>Full-time teaching or regular employment <u>not</u> eligible</p>	<ol style="list-style-type: none"> 1. Course materials listed on program offering (date, time, duration, subject matter) 2. Confirmation of completion of teaching from the provider
Mentoring: Articling principal/articling candidate or paralegals in field placements	6 hours (each for mentor and mentee)		<ol style="list-style-type: none"> 1. Notes from mentoring sessions 2. Contact information of other mentoring party to confirm mentoring relationship (content and time spent)
Mentoring: Lawyer/lawyer or paralegal/paralegal	6 hours (each for mentor and mentee)		<ol style="list-style-type: none"> 1. Notes from mentoring sessions 2. Contact information of other mentoring party to confirm mentoring relationship (content and time spent)

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Writing/editing books or articles	6 hours	Full-time writing or regular employment <u>not</u> eligible	<ol style="list-style-type: none"> 1. Evidence of prepared materials (e.g., licensee's name on published book/article) 2. Copies of correspondence confirming writing/editing of books or articles
Study groups	None	2 or more licensees; Facilitators can claim 3 hours for every 1-hour session	<ol style="list-style-type: none"> 1. Study group materials (e.g., agenda, minutes, hand-outs, etc.) 2. Contact information of study group organizer who can confirm licensee's attendance and minimum number of participants
Educational components of bar/law association meetings	None		<ol style="list-style-type: none"> 1. Communication of the bar/law association scheduled meeting and agenda 2. Materials used to evidence the educational component of the bar/law association meetings (e.g., agenda, minutes, hand-outs, etc) 3. Confirmation from local bar/law association of attendance

Record Keeping

Providers whose program content has been accredited by the Law Society are required to implement record-keeping systems and be able to provide licensees with written confirmation of their registration at the program. The Law Society may require licensees to submit proof of their attendance at accredited programs in compliance with the Requirement. The Law Society may also require providers to submit their registration and/or attendance records of the licensees who registered and/or attended the accredited program.

Lawyers and paralegals who are in the 100% fee-paying category must obtain and maintain documentation supporting reported CPD activities. Documentation should be retained until December 31st of the year following the year in which activities were reported.

The records maintained by the licensee in support of the reporting CPD hours filed with the Law Society may include, as appropriate, the following information:

- Confirmation of program/course/seminar registration
- Receipts of payment of CPD activities
- Title of program and/or description of content (to confirm subject matter and opportunity for participant interaction)
- Dates and times attended.
- Signed attendance sheets or time docketts of participants to confirm minimum number of participants, if available
- Location of course or program
- Sponsoring organization
- Number of hours of credit
- A letter, certificate, or other written independent attestation of course attendance/completion, if available
- Copies of CPD course materials
- Documentation supporting publications, oral presentations, and committee or other participation.

Last Updated: April 26, 2012