



The Law Society of
Upper Canada | Barreau
du Haut-Canada

Continuing Professional Development Requirement

Application for Accreditation of Programs For Professionalism Content Only

FOR LAW SOCIETY USE

Date:
 Program Accreditation:
 APPROVED
 NOT APPROVED
 Comments:

Provider Name			
Contact Name and Title			
Telephone		E-mail	

Note: The Law Society deals with a high volume of Applications and the standard processing time for accreditation Applications is **approximately 15 business days**. Incomplete Applications may require additional processing time.

Program Name, as it should appear on the LSUC Portal
Program Location
Program Date(s)
Program Start and End Times
<input type="checkbox"/> Request for Special Consideration for an Expedited Program (for programs to be held within 30 days) Special consideration will be granted in circumstances where a program is being expedited to provide members with timely information on significant changes in the law, procedure or policy. <i>We may not be able to accommodate last minute program changes and marketing schedules.</i>
List reasons:

Program Format (select all that apply)	
<input type="checkbox"/> Live in Person <input type="checkbox"/> Live Webcast <input type="checkbox"/> Live Audio <input type="checkbox"/> Archive <input type="checkbox"/> \	
Type of Program	Practice Area
<input type="checkbox"/> Open <input type="checkbox"/> Closed	Please Select

General Criteria for Accreditation of Program Content

In order to qualify for accreditation for **Professionalism Hours**, programs and content must address topics of professional responsibility, ethics, and/or practice management. Education providers and members are encouraged to refer to the following primary sources of professionalism principles for topics that may be relevant to their particular instructional or learning context: [Accreditation Criteria](#), [Rules of Professional Conduct](#), [Paralegal Rules of Conduct](#), [By-Laws 7, 7.1, 8, 9, and 14](#), and/or [Practice Management Guidelines](#).

The following factors will be considered in the assessment of programs or activities for accreditation:

- Relevance of topics in the session to core professionalism principles
- Time allocated to professionalism content (minimum 30 minutes required)
- Learning level of subject matter
- Overall learning context

Accreditation of Professionalism Content

Learning Objective of Program
Audience (ie. lawyers, paralegals, support staff)

- Program Agenda is included with this application which provides the following information for **each** topic which contains professionalism content for which you are applying for accreditation: **length of time this topic devotes to professionalism content**, and **professionalism content's connection/reference to the following**: [Accreditation Criteria](#), [Rules of Professional Conduct](#), [Paralegal Rules of Conduct](#), [By-Laws 7, 7.1, 8, 9, and 14](#), and/or [Practice Management Guidelines](#).

See [SAMPLE Applications and Accompanying Program Agendas](#) for assistance.

Accreditation of Teaching Hours

- If you would like to seek accreditation of Teaching Hours for this program on this application, include the following information for each presenter in the space below: **member name, Law Society membership number, e-mail address, topic and number of hours of teaching.** Each teaching time must be multiplied by a factor of 3 to determine the total number of hours.

Application for Accreditation of Teaching Hours

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For additional information, please visit the [website](#) or contact us by e-mail at cpdacc@lsuc.on.ca or by telephone at 1-800-668-7380, ext. 2938 or 416-947-3300 ext. 2938.