

IV. Guidelines for Eligible CPD Activities

Eligible CPD activities must contain significant substantive or practical content with the primary objective of increasing lawyer's professional competence in the protection of the public.

For greater clarity, **eligible CPD activities** include activities and content dealing with:

- substantive legal or procedural issues;
- professional responsibility and ethics;
- language training;
- practice and standards management;
- lawyer wellness; and
- client care and relations.

Topics not recognized include:

- Any activity designed for or targeted at clients;
- Topics relating to law firm or profit maximization; and
- Activities prepared and delivered in the ordinary and usual course of practice.

V. Types of CPD Activities Recognized

Out-of-Jurisdiction CPD activities

Credits are available for out-of-jurisdiction CPD activities and topics. If hours have been completed for approval by another Law Society, CBA, a Law firm, a Legal department, a Government agency or department; a practice group of any body previously referenced they can also be applied to the Law Society of Nunavut CPD requirements.

The content must have a significant intellectual or practical content with the primary objective of increasing members' professional competence.

Accreditation

The Law Society will not accredit providers or subject matter, but will have the discretion to determine which activities are recognized based on the Guidelines for Eligible CPD Activities.

Recognized CPD Activities¹:

- Self-study is recognized up to a maximum of four (4) hours² per term if it includes :
 - Completion of a formal learning package (pre-recordings, podcasts, DVDs, or materials); or
 - Legal writing if the intended readers are not a specific client; or
 - On-line “real time” activities or teleconferences where questions can be asked and answered; or
 - On-line activities if not in “real time” if a test is included,
- Group Study of two or more completing formal learning packages (pre-recordings, podcasts, DVDs, or materials)

¹ Learn more about the recognized CPD Activities (Description): LSN Website << <http://lawsociety.nu.ca/wp-content/uploads/2013/01/CPD-Description-of-Activities-Jan-2013.pdf> >>.

² Unrestricted Self-Study: 2 hours maximum; Restricted Self-Study: 2 hours maximum.

- Traditional courses and programs
- Online courses, web and teleconferences courses
- Participation in a legal mentorship program
- Educational trainings provided by a law association or employer
- Teaching of a course related to law or to the practice of law: Three (3) hours of credit for each hour taught³.
- Official Language training up to a maximum of one (1) hour

VI. Reporting Requirements

Self-reporting on annual membership renewal forms due by January 31.

Members will be required to provide the following information:

- Course name/activity description
- Identifying information (e.g. format – name of course provider, study group organizer, etc.)
- Role (attendee, presenter, author, etc.)
- Date of course
- Number of hours

Members will be responsible for ensuring that they comply with this policy and for reporting CPD activities and credit hours to the Law Society of Nunavut.

Members who are exempt from complying with CPD requirements will identify their exemption in their self-report.

VII. Monitoring & Compliance

The Law Society of Nunavut will review the annual self-reporting of CPD.

- The Law Society will monitor compliance by auditing members. If a member is audited, they may be asked to provide receipts or other documents to establish the number of hours of his/her participation and the eligibility of the activities.
- Members are responsible for retaining records of the CPD activities and to make the records available to the Law Society upon request
- Irregularities may be further investigated.

Non-Compliance with the 12 hours requirement:

- A member who does not complete the minimum CPD requirements by the end of the term is subject to administrative sanctions [as contained in the *Rules of the Law Society of Nunavut*].

³ Hours will be recognized for volunteer or part-time teaching only, not as a part of full-time or regular employment.

Application for Extension

Possibility of submitting an application for extension to the Executive: A member who does not complete the minimum CPD requirements prior to the end of the term may submit a remedial application along with the [prescribed fees] and outstanding CPD activities that must be completed within 90 days of the end of the term.

Reprieve Clause

Reprieve clause: Under special circumstances, the Secretary may recommend that the sanctions for non-compliance be delayed for a specific period of time.