

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENT

### Accredited Provider of Professionalism Content Annual Declaration (Declaration)

#### Section 1: Provider Information

Organization Name:

Contact Name and Title:

Contact Phone:

Contact Email

Accredited Providers of Professionalism Content must file a Declaration by January 15 of each year, to demonstrate compliance with the obligations during the previous calendar year in order to maintain Accredited Provider status.

Accredited Providers who fail to submit a Declaration to the CPD Accreditation Team within fifteen (15) days of this deadline will be deemed not in compliance with their obligations and their Accredited Provider status will be revoked. If status is revoked, the provider will have an opportunity to re-apply one year after the date of revocation.

Accredited Providers that choose to discontinue their Accredited Provider status must submit written notification to the Law Society's CPD Accreditation Team. Providers who are no longer Accredited Providers will be required to follow the Law Society's process for accreditation of individual programs and other educational activities.

#### Section 2: Declaration

In the last calendar year, the organization has:

1. Ensured that professionalism content in live and/or recorded offerings is squarely aligned with the relevant ethics, professional responsibility, practice management and/or equality, diversity and inclusion concepts and principles expressed in the [Accreditation Criteria for Professionalism Hours](#);

Yes

No

Comments:

2. Ensured that program promotional materials comply with the Law Society's prescribed [Communication Guidelines for Providers](#);

Yes

No

Comments:

3. Retained copies of agendas, materials and participant feedback for all programs containing Professionalism Hours, including Equality, Diversity and Inclusion (EDI) Professionalism Hours, for 12 months following the program; and

Yes                      No

Comments:

4. If applicable, responded to requests for program materials and/or have participated in in-person program audits by Law Society staff to ensure alignment with the [Accreditation Criteria for Professionalism Hours](#).

Yes                      No

Comments:

### Section 3: Accredited CPD Program Listing

A listing of all the organization's CPD programs that contained Professionalism Hours, including EDI Professionalism Hours offered for the first time in the past year (including programs that were offered in previous years, but were offered again in 2019 for EDI Professionalism Hours) is set out in [Appendix "A"](#) to this Declaration.

Yes                      No

Comments:

Name:

Title:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit a completed copy of the Accredited Provider of Professionalism Content Annual Declaration including Appendix "A" to [cpdacc@lso.ca](mailto:cpdacc@lso.ca) or you may submit by facsimile to 416-947-3370. For additional information, visit the Law Society's [website](#), contact us by email at [cpdacc@lso.ca](mailto:cpdacc@lso.ca) or by telephone at 1-800-668-7380, ext. 2938 or 416-947-3300 ext. 2938.