LAW SOCIETY OF ONTARIO
CPD ACCREDITATION
PROCESS CPDACC@LSO.CA

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACCREDITATION

Application for Accreditation – Program (for Professionalism Content only)

Application Instructions

Review the detailed instructions for applications for accreditation on the CPD Accreditation Process page and Sample CPD Accreditation Applications.

Submit a completed copy of this Application form by email to cpdacc@lso.ca and attach the program agenda.

Indicate "Expedited Review Request" (described below) in the subject line of the email if applying for this special consideration.

Accreditation Processing and Deadlines

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

Applications for accreditation for Professionalism Hours may be submitted at any time prior to or following the program. Applications must be completed and submitted by no later than **30 days prior to the program date** in order to facilitate accreditation in advance of the delivery of the program.

Applicants must not indicate in their promotional materials or agenda that a program is eligible for Professionalism Hours (including that an application for accreditation has been submitted or that accreditation is pending) until the Applicant has received a **Notice of Accreditation** from the Law Society for the program.

Expedited Review Request (If Applicable)

Special consideration will only be granted in circumstances where a program is being expedited to provide licensees with timely information on significant changes in the law, procedure or policy. The Law Society may not be able to accommodate last minute program changes and marketing schedules.

☐ I am requesting an expedited review of this application.

Explain the reason(s) for the expedited review request:

Section 1: Provider and Program Information

Provider Name: ABC Provider

Contact Name and Title: ABC Provider Contact, CPD Program Developer

Contact Phone: (123) 456-7890 Contact Email: contact@abcprovider.ca

Program Title: A Matter of Trust: Understanding Financial Books and Records

Program Location: Law Society of Ontario, Osgoode Hall

Program Date(s): February 19, 2018

Program Format (select all that apply):

- [x] Live In-Person
- [x] Live Webcast
- [ ] Live Audio
- [ ] Interactive Online Course
- [ ] Videoconference
- [ ] On-Demand
- [ ] DVD/Video
- [ ] Podcast
- [ ] Other (please specify):

Explain how the program provides opportunities for **interactivity:**

Attendees who take part in this program live in-person or by webcast will have an opportunity to interact with colleagues and/or instructors and ask questions during the program.

Section 2: Accreditation Information

In order to qualify for accreditation for Professionalism Hours, programs must address topics of professional responsibility, ethics, practice management and/or equality, diversity and inclusion.

Applicants are encouraged to review the Accreditation Criteria for Professionalism Hours prior to completing this section of the Application.

- [x] I have attached an agenda for the program.

1. Explain the **learning objective(s)** of the program:

The objective of this program is to educate Ontario paralegals about the crucial financial management component of their practice with an emphasis on client trust obligations.

2. Describe the **audience** for the program (*e.g.*, lawyers, paralegals, support staff):

This program is designed for licensed paralegals. Law clerks, support staff and some lawyers will also be in attendance.

3. Set out the relevant information about **program duration** (*e.g.*, __ hours and __ minutes; 15 minute minimum):

   Total program hours allocated to **equality, diversity and inclusion topics** (if any): N/A

   Total program hours allocated to all other **professionalism topics**: 1.5 hours

4. Provide the information requested below for each session(s) that you are seeking accreditation for Professionalism Hours, including **identifying the applicable professionalism topic(s)** and **describing the connection between the content and the professionalism topic(s).**

   Only those sessions of the program that are listed and described as required will be assessed for accreditation for Professionalism Hours. If the program contains more than ***three*** *sessions that include professionalism content, describe those additional sessions in Appendix "A" to this Application.*

Session 1:

Title/Description: Financial Books and Records Overview

Equality, Diversity and Inclusion ("EDI") Professionalism Hours	All other Professionalism Hours (excluding EDI Professionalism Hours)
	30 mins.

Professionalism Topic(s):

1.8 (Trust accounting and financial record keeping requirements)
2.13 (Handling client property and money appropriately)
3.7 (Maintaining proper books and records)

Brief description of the connection between content and Professionalism Topic(s):

This session will identify and discuss the trust accounting and financial record keeping requirements outlined in By-Law 8 (Reporting and Filing Requirements) and By-Law 9 (Financial Transactions and Records). Specifically, attendees will learn what books and records they need to maintain, how to handle cash and how to set up a trust account.

Please see the attached agenda for additional details.

Session 2:

Title/Description: Detailed Required Financial Records Discussion

EDI Professionalism Hours	All other Professionalism Hours (excluding EDI Professionalism Hours)
	30 mins.

Professionalism Topic(s):

1.8 (Trust accounting and financial record keeping requirements)
3.7 (Maintaining proper books and records)

Brief description of the connection between content and Professionalism Topic(s):

This session will provide an in-depth review of the financial records required under section 18 of By-Law 9 (Financial Transactions and Records). The discussion will centre on the books and records paralegals are required to maintain for both their general and trust accounts.

Please see the attached agenda for additional details.

Session 3:

Title/Description: Tying it all Together: Reconciliation, Other Records and Engagement Exercise

EDI Professionalism Hours	All other Professionalism Hours (excluding EDI Professionalism Hours)
	30 mins.

Professionalism Topic(s):

1.8 (Trust accounting and financial record keeping requirements)
3.7 (Maintaining proper books and records)

Brief description of the connection between content and Professionalism Topic(s):

This session will address the obligation to keep adequate books and records in accordance with sections 18 and 22 of By-Law 9 (Financial Transactions and Records), including preparing a monthly trust reconciliation, recording and preserving source documents and maintaining a record of invoices.

This session will also include an audience engagement exercise designed to reinforce learning and provide an opportunity for discussion.

Please see the attached agenda for additional details.

Section 3: Accreditation of Teaching Hours

*If the program contains more than **two** presenters, include information about the additional presenters in Appendix "B" to this Application.*

■ I am requesting accreditation of teaching hours for this program.

List the following information for each presenter for whom accreditation of teaching hours is sought:

Presenter 1:

Name: Speaker One

Law Society Number: 12345A

Email address: sone@email.com

Session presented and actual teaching time: Sessions 1, 2 and 3, 1.5 hours

Total teaching time requested (up to **three** times the actual teaching time to reflect actual preparation time, up to a maximum of **six** hours per year): 4.5 hours

Presenter 2:

Name: Speaker Two

Law Society Number: 45678B

Email address: stwo@email.com

Session presented and actual teaching time: Session 1, 0.5 hours

Total teaching time requested (up to **three** times the actual teaching time to reflect actual preparation time, up to a maximum of **six** hours per year): 1.5 hours

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Section 4: Declaration

Please check the applicable box.

■ Application submitted **before** program date.
By submitting this Application, I confirm that the professionalism content requested will be completed in accordance with the materials and information provided. If the content varies from that which is presented in this Application and/or the accreditation granted, I agree to notify the Law Society immediately in order to adjust the credit available for the program.

☐ Application submitted **after** program date.
By submitting this Application, I confirm that the professionalism credit requested was completed in the program.

Name: ABC Provider Contact, CPD Program Developer Date: January 5, 2018

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Application for Accreditation – Program — Appendix "B"

Additional Presenter Information for Accreditation of Teaching Hours

Completion of this Appendix is only required if the Applicant is seeking accreditation of teaching hours for more than **two** presenters. Appendix "B" should be sent with the completed Application for Accreditation – Program form by email to cpdacc@lso.ca.

Presenter 3:

Name: Speaker Three

Law Society Number: 91011C

Email address: sthree@email.com

Session presented and actual teaching time: Session 2, 0.5 hours

Total teaching time requested (up to **three** times the actual teaching time to reflect actual preparation time, up to a maximum of **six** hours per year): 1.5 hours

Presenter 4:

Name:

Law Society Number:

Email address:

Session presented and actual teaching time:

Total teaching time requested (up to **three** times the actual teaching time to reflect actual preparation time, up to a maximum of **six** hours per year):

Presenter 5:

Name:

Law Society Number:

Email address:

Session presented and actual teaching time:

Total teaching time requested (up to **three** times the actual teaching time to reflect actual preparation time, up to a maximum of **six** hours per year):

SAMPLE PROGRAM AGENDA

A MATTER OF TRUST: UNDERSTANDING FINANCIAL BOOKS & RECORDS

TOPIC: **FINANCIAL BOOKS AND RECORDS OVERVIEW**
Professionalism Content: 30 minutes

Professionalism Topics covered in this presentation:
1.8 (Trust accounting and financial record keeping requirements)
2.13 (Handling client property and money appropriately)
3.7 (Maintaining proper books and records)

Legislation and By-Laws covered in this presentation:
By-Law 9, section 18 (required books and records)
By-Law 9, section 19 (handling of cash in the practice)
By-Law 8, subsection 4(1)5 (trust accounts in the practice, notifying Law Society)
By-Law 8, subsection 1 (separate interest-bearing trust account)
By-Law 9, section 21 (electronic records)
By-Law 9, section 23 (retention of financial records)

In this section, the following topics will be addressed:

- Why Keep Books and Records
  - Professional
  - Ethical
  - Business
- *The Bookkeeping Guide for Paralegals*!
- Why cash is different (Cash Receipt Requirements)
- Credit Card payments
- How to set up a trust account
- How to see if you got it right

TOPIC: **REQUIRED FINANCIAL BOOKS AND RECORDS**
Professionalism Content: 30 minutes

Professionalism Topics covered in this presentation:
1.8 (Trust accounting and financial record keeping requirements)
3.7 (Maintaining proper books and records)

Legislation and By-Laws covered in this presentation:
By-Law 9, section 18 (required books and records)
By-Law 9, section 22 (maintaining current books and records)

In this section, we will review in depth the financial records required by Section 18 of By-Law 9, including (but not limited to):

- General Receipts Journal
- General Disbursements Journal

- Trust Receipts Journal
- Trust Disbursements Journal
- Client Trust Ledger
- Trust Transfer Record

TOPIC: **TYING IT ALL TOGETHER: RECONCILIATION, OTHER RECORDS & ENGAGEMENT EXERCISE**
Professionalism Content: 30 minutes

<u>Professionalism Topics covered in this presentation:</u>
1.8 (Trust accounting and financial record keeping requirements)
3.7 (Maintaining proper books and records)

<u>Legislation and By-Laws covered in this presentation:</u>
By-Law 9, section 18 (required books and records)
By-Law 9, section 22 (maintaining current books and records)

In this section, we will address the following topics:

- Monthly Trust Reconciliation, Client Trust Listing and Trust Comparison
- Deposit Slips/Source Documents
    - With deposit book
    - ATM/Teller without deposit book
    - E-mail deposits
    - Internet Trust Transfers
- Fees Book/Chronological File of Copies of Billings

We will also include an audience engagement exercise designed to reinforce learning, and will allow for questions at the end of the section.