

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACCREDITATION Application for Re-accreditation — Program (**Equality, Diversity and Inclusion Professionalism Content Only**)

### Application Instructions

Review the [Accreditation Criteria for Professionalism Hours](#) webpage for information about the topics that qualify for Equality, Diversity and Inclusion professionalism accreditation.

Use this Application form if you are an educational provider or licensee whose program was accredited by the Law Society for Professionalism Hours **prior to December 31, 2017** and you wish to request that the program be re-accredited to take into account the part or parts of the program that focus on equality, diversity and inclusion topics.

Submit a copy of this Application form by email to [cpdacc@lso.ca](mailto:cpdacc@lso.ca). The original Application for Accreditation – Program (Professionalism Content) and all supporting documentation must be included with your Application form.

Complete a separate Application for each program re-accreditation request.

### Re-Accreditation Process

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

Applications for re-accreditation of 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 re-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 EDI Professionalism Hours (including that an application for accreditation or re-accreditation has been submitted or that accreditation is pending) until they have received a **Notice of Accreditation or Re-Accreditation** from the Law Society for the program.

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### Section 1: Provider and Program Information

Previous application and supporting materials attached:

Provider Name:

Contact Name and Title:

Contact Phone:

Contact Email:

Program Title:

Date of Notice of Accreditation (if applicable):

## Section 2: Re-Accreditation Information

Applicants are encouraged to review the [Accreditation Criteria for Professionalism Hours](#) prior to completing this section of the Application.

Provide the information requested below for each session(s) of the accredited program that you are seeking accreditation for EDI Professionalism Hours, **including identifying the applicable equality, diversity and inclusion topic(s) and describing the connection between the content and the EDI criteria.**

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

### Session 1:

Title/Description:

Total Professionalism Hours Accredited:

EDI Professionalism Hours	All other Professionalism Hours ( <u>excluding</u> EDI Professionalism Hours)

Brief description of the connection between the content and [EDI criteria](#):

**Session 2:**

Title/Description:

Total Professionalism Hours Accredited:

EDI Professionalism Hours	All other Professionalism Hours (excluding EDI Professionalism Hours)

Brief description of the connection between the content and [EDI criteria](#):

**Session 3:**

Title/Description:

Total Professionalism Hours Accredited:

EDI Professionalism Hours	All other Professionalism Hours (excluding EDI Professionalism Hours)

Brief description of the connection between the content and [EDI criteria](#):

### Section 3: Declaration

*Please check the applicable box.*

Application submitted **before** program date.

By submitting this Application, I confirm that the EDI content will be delivered in accordance with the materials and information provided. If the content varies from that which is presented in this Application and/or the re-accreditation granted, I agree to notify the Law Society immediately in order to adjust the EDI credit available for the program.

Application submitted **after** program date.

By submitting this Application, I confirm that the EDI credit requested was completed in the program.

Name:

Date:



## CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENT

### Application for Accreditation of Programs

#### For Professionalism Content Only

<p><b>FOR LAW SOCIETY USE</b>    Date:</p> <p>Program Accreditation:</p> <p><input type="checkbox"/> APPROVED    <input type="checkbox"/> NOT APPROVED</p> <p>Comments:</p>
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**Provider Name:**

**Contact Name and Title:**

**Telephone:**

**Email:**

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:**

**Program Location:**

**Program Date(s):**

**Program Start and End Times:**

**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. We may not be able to accommodate last minute program changes and marketing schedules. To ensure timely review please indicate "Expedited review requested" in the email subject line.

**List Reasons:**

**Program Format (select all that apply)**

Live in Person

Live Webcast

Live Audio

On-demand

Online

## 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*, *Paralegal Professional Conduct Guidelines*, *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 15 minutes required)
- Learning level of subject matter
- Overall learning context

## Accreditation of Professionalism Content

### Learning Objective of Program

### Audience (i.e., 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*, *Paralegal Professional Conduct Guidelines*, *By-Laws 7, 7.1, 8, 9, and 14*, and/or Practice Management Guidelines.

### Professionalism Credit Requested

Session Title or Time (on agenda)

Time Requested

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. Actual teaching time may be multiplied by a factor of 3 to reflect preparation time.

## **Application for Accreditation of Teaching Hours**

For additional information, please visit the website at [www.iso.ca](http://www.iso.ca) contact us by email at [cpdacc@iso.ca](mailto:cpdacc@iso.ca) or by telephone at 1-800-668-7380, ext. 2938 or 416-947-3300 ext. 2938.

**SAMPLE PROGRAM AGENDA**  
**CULTURAL COMPETENCE FOR ADJUDICATORS**

12:30 – 1:30 p.m.

**LUNCH**

1:30 – 1:40 p.m.

**Introduce Programs and Facilitators**

**1:40 – 2:30 p.m.**

**Cultural Competence: Knowledge & Attitude**

Professionalism Topics covered in this part of the presentation:

-Respecting multicultural issues and diversity

Relevant Rules of Professional Conduct:

-Section 6.3 (Sexual Harassment)

-Section 6.3.1 (Discrimination)

*Participants will do mini-exercises throughout the presentation, including video review and response, social privilege inventory*

- What do we mean by culture? Cultural competence?
- Relevance to adjudication
- Institutional requirements, including harassment and discrimination policies
- Implicit bias, power and privilege
- Introduction of reflective discussion template

**2:30 p.m. – 3:00 p.m.**

**Cultural Competence: Skills**

Professionalism Topics covered in this part of the presentation:

-Respecting multicultural issues and diversity

Relevant Rules of Professional Conduct:

-Section 6.3 (Sexual Harassment)

-Section 6.3.1 (Discrimination)

*Participants will use a reflective discussion template to do a series of reflect/pair/share exercise throughout the presentation.*

- Effective intercultural communication
- Challenging areas: micro-aggressions, use of language, humour

3:00 p.m. – 3:15 p.m.

**BREAK**

**3:15 p.m. – 3:45 p.m.**

**Cultural Competence: Skills (Continued)**

- Benchcards and other strategies for reducing implicit bias



3:45 p.m. – 4:30 p.m.

### **Sexual Violence: A Test Case for Cultural Competence**

Professionalism Topics covered in this part of the presentation:

-Respecting multicultural issues and diversity

Relevant *Rules of Professional Conduct*:

-Section 6.3 (Sexual Harassment)

-Section 6.3.1 (Discrimination)

- Sexual violence as a gendered crime
- Rape myths, rape culture, victim blaming and other stereotypes
- Barriers to reporting, treatment in the legal system
- Relevance to professional regulation and adjudication