

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACCREDITATION Accredited Provider of Professionalism Content Status Application Form

Application Instructions

Submit a completed copy of this Application form by email to cpdacc@lso.ca.

Applications will be processed within **six weeks from date of receipt**. Incomplete applications will be returned to provider for completion and as a result, may take additional time to process.

Section 1: Contact Information

Organization Name:

Main Contact Name and Title:

Address:

City:

Province:

Postal Code:

Contact Phone:

Contact Email:

Section 2: Accredited Provider Criteria

Accredited Provider of Professionalism Content status is granted based on fulfillment of the following criteria:

1. Proven history in and a primary focus on delivering quality legal training and education to lawyers and/or paralegals;
2. Demonstrated understanding of the [Accreditation Criteria for Professionalism Hours](#) and professionalism principles as evidenced by a portfolio of programs accredited by the Law Society within the last two years;
3. Presence of lawyer or paralegal faculty or other qualified industry experts as appropriate to the subject matter;
4. Use of appropriate delivery methods reflective of current best practices in adult education, including a meaningful opportunity for participant interaction with instructors and/or other attendees during its original presentation; and
5. An opportunity for participant feedback by way of program evaluations, surveys or other similar channels.

Section 3: Maintenance of Accredited Provider Status

Accredited Providers are required to fulfill the following obligations in order to maintain their status:

1. Ensure that professionalism content 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](#);
2. Ensure that program promotional materials comply with the Law Society's prescribed [Communication Guidelines for Providers](#);
3. Retain copies of agendas, materials and participant feedback for all programs containing Professionalism Hours for 12 months following the program;
4. Participate in random requests for program materials and/or in person program audits by Law Society staff to ensure alignment with the Accreditation Criteria for Professionalism Hours;
5. Submit an annual listing of all offerings containing Professionalism Hours, including Equality, Diversity and Inclusion ("EDI") Professionalism Hours, to the Law Society on or before January 15 of the following year; and
6. Submit a signed [Accredited Provider of Professionalism Content Declaration](#) annually stating that the provider has fulfilled the criteria as stated above on or before January 15 of the following year.

Section 4: History of CPD Programming

1. For how many years has the organization been providing CPD programming?

1-4	5-10	11-15	16+
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2. On average, how many CPD programs does the organization hold each year?

1-25	26-100	101+
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3. Who is the organization's primary audience for its CPD programming?

Lawyers	Paralegals	Other (please specify)
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4. How many full-time, part-time and volunteer staff at the organization is dedicated to its CPD programming?

Full-time staff:	0-4	5-10	10+
Part-time staff:	0-4	5-10	10+
Volunteers:	0-4	5-10	10+

5. Provide a list of the organization's CPD programs that contained accredited Professionalism Hours for the **past two years**. *If the organization has delivered more than **10 CPD programs** that contained accredited Professionalism Hours, provide information about the additional CPD programs in [Appendix "A"](#) to this Application.*

Date of Program	Program Title	Equity, Diversity, and Inclusion ("EDI") Professionalism Hours	Professionalism Hours (excluding EDI Professionalism Hours)
Total:			

6. Provide an estimated breakdown of faculty for the organization's CPD programs that contained accredited Professionalism Hours for the **past two years**.

Percentage of faculty that were lawyers:

Percentage of faculty that were paralegals:

Percentage of other qualified industry experts:

Description of qualified experts (if any):

7. List the delivery methods used for the organization's CPD programming. Include the methods used to ensure a meaningful opportunity for participant interaction with faculty and/or other attendees.

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|-----------------|---------------------------|------------|----------------------|
| Live in-Person | Live Webcast | Live Audio | On-Demand |
| Videoconference | Interactive Online Course | DVD/video | Webcast/Video Replay |
| Podcasts | Other (please specify) | | |

8. List and describe the ways in which the organization provides the opportunity for attendee feedback on its CPD programming.

Section 5: Accredited Provider Listing

If approved, the organization will be included on the Law Society's online listing of Accredited Providers of Professionalism Content. Please provide the organization's name and website address below as it should appear on the listing.

The organization will be included only if it has been granted status as an Accredited Provider of Professionalism Content.

Organization Name:

Website address:

Do not include this organization in your online listing

At its sole discretion, the Law Society reserves the right to refuse or revoke Accredited Provider of Professionalism Content status at any time where it is determined that a provider has failed to fulfill some or all of the obligations listed above. If status is refused or revoked, the provider will have an opportunity to re-apply one year after the date of refusal or revocation.

Name:

Title:

Date:

