



## CPD Record for Advisor Supports

<b>Advisor's Name</b>	<b>Participant's Name</b>
<b>Date</b>  <b>Start Time</b>  <b>End Time</b>	<b>Contact Information</b>
<b>Reminder</b> To ensure compliance with recordkeeping obligations under By-Law 6.1: <ul style="list-style-type: none"><li>• Maintain records of advisor sessions and copies of CAN correspondence confirming the referral</li><li>• Enter time accurately into the Law Society Portal</li></ul> To support an application for CPD Accreditation for professionalism hours: <ul style="list-style-type: none"><li>• Include details of each topic discussed and time spent ,where the subject matter discussed relates to professional responsibility, ethics and/or practice management</li><li>• Note that accreditation is only granted where a minimum of 15 minutes of eligible professionalism content is discussed</li></ul>	