

Advisor's Name	Participant's Name
Date	Contact Information
Start Time	
End Time	
Reminder	

To ensure compliance with recordkeeping obligations under By-Law 6.1:

- Maintain records of advisor sessions and copies of CAN correspondence confirming the engagement
- Enter time accurately into the Law Society Portal

To support an application for CPD Accreditation for professionalism hours:

- Include details of each topic discussed and time spent ,where the subject matter discussed relates to professional responsibility, ethics and/or practice management
- Note that accreditation is only granted where a minimum of 15 minutes of eligible professionalism content is discussed