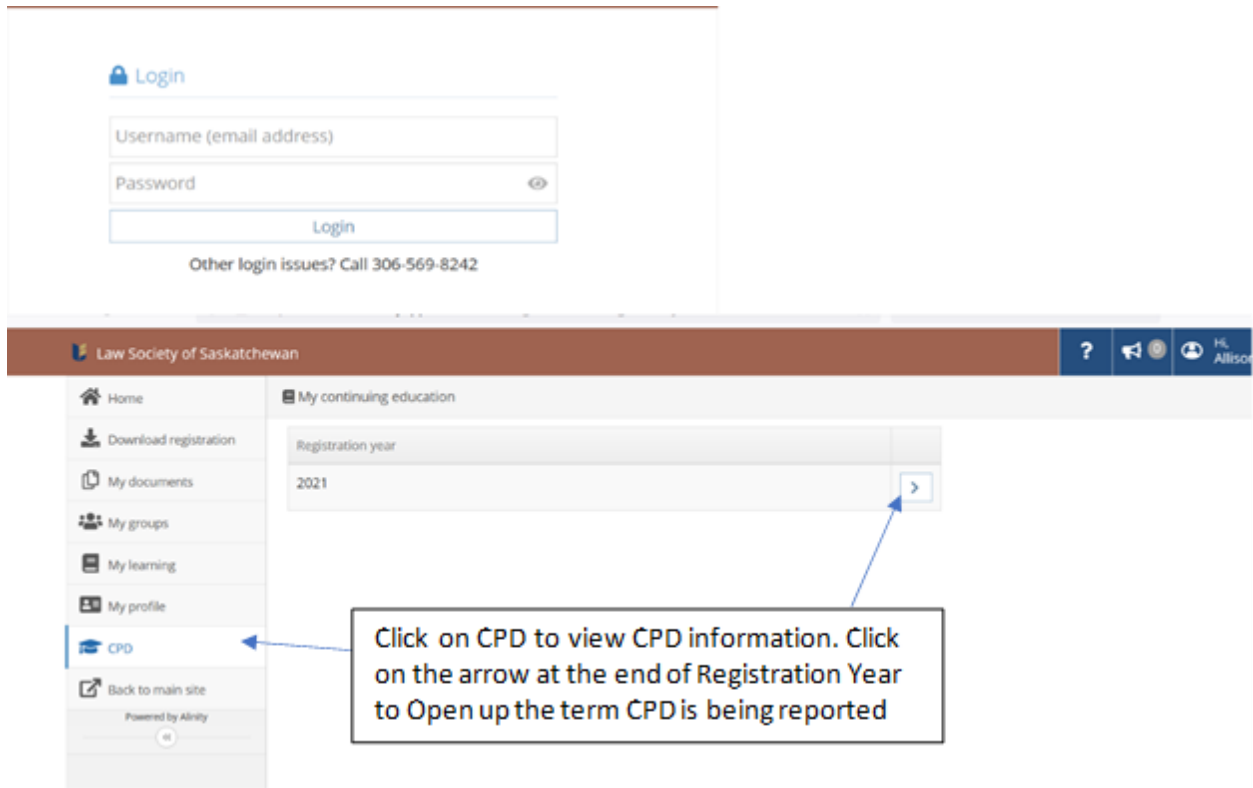


CPD hours can be recorded by logging into your [Member Profile](#) and clicking on the CPD tab on the left side of the screen



After clicking on the Registration Year, a screen will open showing the required CPD hours for the current year, carry over hours from the previous term, how many hours reported for the current term and if you have met the requirements.

Please note: The “Carry over” plus “Reported hours” equals the “Total Hours” which is the number of hours that count towards the current CPD term.

Ethics hours are also displayed on this screen.

REQUIREMENTS			
The totals in this section recalculate as you make changes on the form. Check back here to ensure you have met your CPD requirements.			
Total Hours			
Required hours	Carry over from prior year	Reported hours	Status
12.00	0.00	14	Met
Ethics Hours			
Required hours	Carry over from prior year	Reported hours	Status
2.00	0.00	5	Met

The Summary provides a breakdown of the activities and the hours that have been reported in the current CPD term.

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Allison

SUMMARY

The following is a summary of the CPD activities you have been reported for the current term.

Summary of activities

- An Introduction to Rule Amendments, Anti-Money Laundering & Terrorist Financing, ClientID - RECORDED *Total hours: 1 Ethics hours: 1*
- Family Law North *Total hours: 1 Ethics hours: 0*
- Anti-Money Laundering for Lenders 2021 *Total hours: 1 Ethics hours: 0*
- Substance Use and the Workplace: Staying up to date on testing, accommodation, return-to-work *Total hours: 1 Ethics hours: 0*
- COVID-19 Privacy and Cybersecurity Considerations for Lawyers *Total hours: 1 Ethics hours: 1*
- After the Breach - Discussion re Privacy and Cybersecurity *Total hours: 1 Ethics hours: 1*
- COVID-19 Privacy and Cybersecurity Considerations for Lawyers (RECORDED VERSION) *Total hours: 1 Ethics hours: 1*
- An Introduction to Mental Health Law *Total hours: 1 Ethics hours: 0*
- Deal Structure Fundamentals for Brokered Securities Offerings (RECORDED VERSION) *Total hours: 1 Ethics hours: 0*
- Focus on: Real Estate - RECORDED VERSION *Total hours: 5 Ethics hours: 1*

To report a CPD activity that has already been approved and entered in the LSS database, click the “Add” button to search from the list of approved activities.

- In the “Activity” field, type the name of the activity you are searching for and click on the title in the results list that appears in the drop down.
- Enter your role for the activity: attendee, presenter, etc.
- Enter “Complete” in the status field. Note: CPD can now be reported in 15-minute increments.
- Enter the total hours attended and the number of those hours that were Ethics.
- Enter the date you completed the activity
- After completing all fields scroll to the bottom of the screen and click “Submit”
- A message will be displayed advising the CPD activity has been reported and it will now show up in your Summary of activities near the top of the screen.

and submit information to the Law Society to have the CPD Activity accredited.

Add

Logged activity

Activity ☐ Cannot find activity

clia

CLIA Cybercrime Policy - RECORDED VERSION
Type: Recorded CPD Activity
Provider: Law Society of Saskatchewan

What is your role at this activity?

☐ Attendee ☐ Panel/Faculty Member ☐ Presenter/Instructor

* Status
Complete

Submit **Save for later**

To report hours for a CPD activity that does not appear in the search results list, click on “Cannot find activity”.

Fill in the name of the activity, type of activity, provider.

City is only entered if it is an in-person event.

If the provider name does not show in the drop-down list, enter the information in the “Missing provider details” box and Admin will review it.

Add

Logged activity

Activity ☒ Cannot find activity

You must select an item from the list

Activity Application

It appears the CPD Activity you are trying to report has not yet been approved. Please complete the following information and attach relevant supporting documentation to have your CPD activity submitted for approval. If you believe your CPD activity has already been approved, please contact the Law Society at michelle.mcleod-young@lawsociety.sk.ca for assistance.

* Name of activity

* Type of activity

Provider

City

Missing provider details

Enter in provider details if the provider cannot be found in the autocomplete field above

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Enter the start date and to (or end) date. Note: For live events, the start and end date are the actual dates the event took place. For non-live events (recorded, online course, etc.), the start date is the date the activity became available, and the end date is the date the activity ends or is no longer available (if there is no set end date for the activity, enter December 31st).

Enter the proposed total number of CPD hours for the activity and the proposed Ethics hours.

Upload the agenda by clicking on the blue arrow box.

Enter your role for the activity: attendee, presenter, etc. and choose “Complete” in the “Status” field.

Scroll to the bottom of the screen and click “Submit”.

A message will pop up advising that the CPD activity has been reported (which means it has been submitted for approval by Admin).

You will be notified once the activity has been approved by Admin. You will then need to go back into your Member Profile to report your hours for this activity and enter the date you completed the activity in the “Completed date” field so that it will appear in your Requirements totals and Summary of Activities.

* What is your role at this activity?

☐ Attendee ☐ Panel/Faculty Member ☐ Presenter/instructor

* Status: Complete ▾

* Date from: yyyy-mm-dd to: yyyy-mm-dd

* Proposed total hours: [input field]

* Proposed ethics hours: [input field]

Comments:

[Large text area for comments]

Supporting documentation that is provided with the activity application must provide details around the agenda, schedule, or content of the course.

Supporting documentation (agenda, schedule, content, etc)

Click here to upload a file

If your activity is denied or approved for CPD hours other than the amount requested, you will be notified.

If you are submitting an activity for approval in advance of the activity happening, you follow the same process as mentioned above (i.e. Cannot find activity) but change the “Status” field to “Planned” rather than “Complete”. In this case, the application will be sent to Admin for approval and then you will need to come back to report your hours once you have completed the activity.

If you require assistance, please contact the CPD Administrator, Michelle McLeod-Young by email michelle.mcleod-young@lawsociety.sk.ca or by phone 306-569-8242.