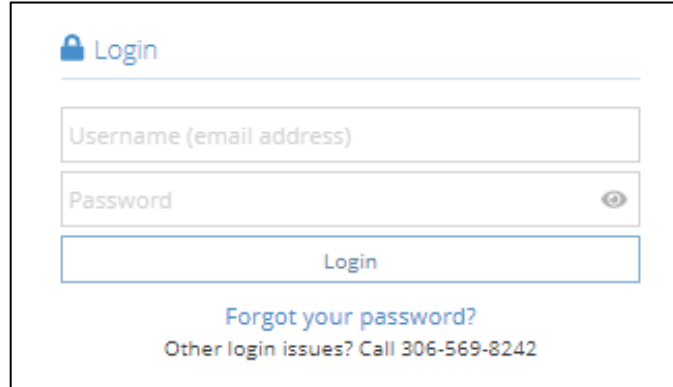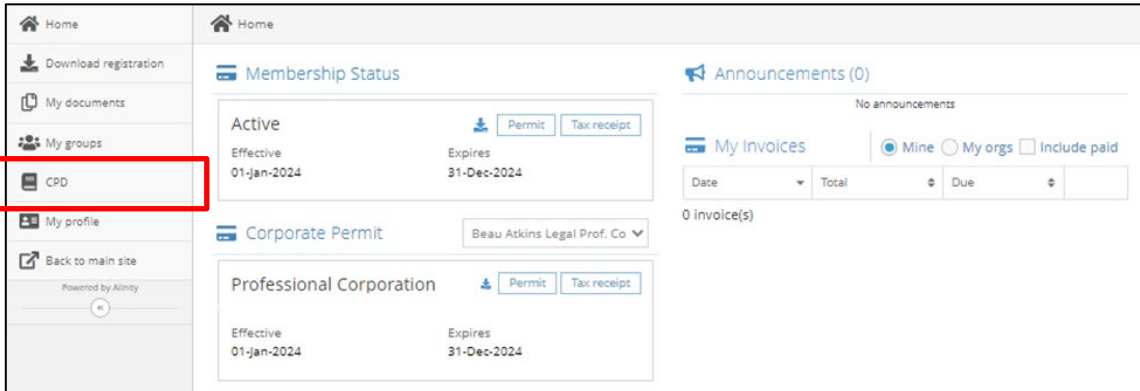# Reporting Continuing Professional Development Hours
Step-by-Step Instructions

Continuing Professional Development (CPD) hours can be recorded by logging into your Member Profile.
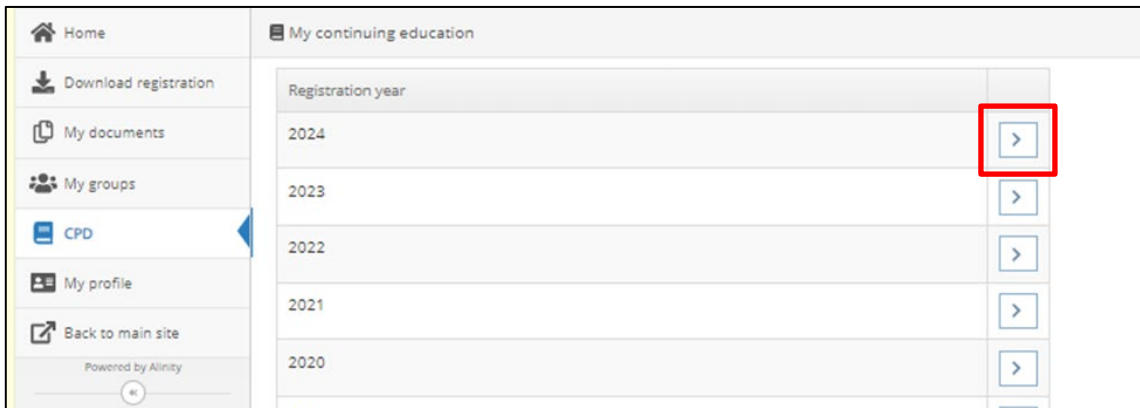

Click on the CPD tab to view your CPD forms.

Click on the arrow to the right of the current year to view or report CPD hours.

The first part of your CPD form is a breakdown of your CPD hours for the current term, including carry over hours from the previous term, reported hours in the current term, total hours, and status. 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.

Ethic hours are also displayed. Ethic hours are not separate from your total hours, they are the number of total hours that count as ethics (e.g., 14 total hours have been recorded, 5 of which count as ethics).

REQUIREMENTS

The totals in this section recalculate as you enter activities, but the activities will not be retained unless your entries are saved by clicking the "Save" button at the bottom of this page. Refer back to this section of the form to confirm whether you have met the minimum CPD requirements for the current term.

Total Hours

Required hours	Carry over from prior year	Reported hours	Total hours	Status
12.00	0.00	0	0	Not met

Ethics Hours

Required hours	Carry over from prior year	Reported hours	Total hours	Status
2.00	0.00	0	0	Not met

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

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, accomodation, 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 CPD hours, click the "Add" button to add a new activity box. You must "Add" a new activity box for each activity you are adding to your CPD form.

- In the "Activity" field, type the name of the activity you attended or participated in.
- Select the applicable type of activity from the drop-down menu.
- In the "Provider" field, enter the name of the provider who delivered the activity you are reporting.
- Select your role for the activity. There are three roles to choose from. Attendees report actual hours, but additional hours are available for the other roles as applicable. Please note the following information:

Panel/Faculty Member: A member who serves as a faculty member for a skills workshop or a panel member for a panel discussion is entitled to report two CPD hours for each hour spent performing their role as a faculty/panel member. The workshop or panel must qualify for CPD under the CPD Policy.

Presenter/Instructor: Members are entitled to report three CPD hours for each hour they teach/present/instruct at a qualifying CPD activity. The teaching must be in compliance with the overall subject matter requirements set out in the CPD Policy. CPD hours will not be available if the CPD activity is targeted primarily at clients. CPD hours will not be available for repeat teaching of substantially the same subject matter within the calendar year.

- Enter the date you completed the activity. Please note, you cannot enter a future date. Activities must be reported upon completion of the activity and not in anticipation of completion.
- Enter the total hours and the number of the total hours that qualify as ethics hours (if applicable). Please note the following information when calculating CPD hours:

> *Total Hours: Calculate hours based on the actual time the member was in attendance at, or participating in, the CPD activity, excluding any time that was not related to the CPD activity (such as time spent on social breaks and/or meals). Partial hours should be rounded up or down to the nearest 15-minute increment. CPD hours for writing is limited to a maximum of 6 hours. Refer to the CPD Policy for further details about calculating hours. The activity must qualify for CPD hours under the CPD Policy.*

> *Ethics Hours: Indicate what portion (if any) of the Total Hours qualify as "ethics" under the CPD Policy. Partial hours should be rounded up or down to the nearest 15-minute increment.*

- If you have supporting documentation that you would like to add, please do so. This is not a required field but can be utilized to submit supporting documents when required.
- Once your activity has been added you will need to "Save" your form using the button at the bottom of the page. Failure to save will result in information being lost. IT IS IMPORTANT THAT YOU ALWAYS SAVE YOUR FORM BEFORE EXITING.
- A message will be displayed advising you that your CPD page has been saved.

If you encounter problems or have questions about completing your CPD reporting, please contact the Continuing Professional Development team at cpd@lawsociety.sk.ca.