

Continuing Professional Development (CPD) Policy

Revised: (June 20, 2013), (November 1, 2014), (November 26, 2015), (September 15, 2016), (January 1, 2018), (September 14, 2018), (January 1, 2019), (December 16, 2019), (November 23, 2021), (January 1, 2024)

1. Purpose

The Law Society of Saskatchewan regulates the legal profession in the public interest by ensuring its members meet and maintain high standards of integrity and competency. The purpose of Minimum CPD Requirements is to ensure that members of the Law Society of Saskatchewan meet and maintain these requirements by undertaking professional development throughout their careers.

2. Definitions

- i. “CPD” means continuing professional development.
- ii. “Director of Education” means a person appointed by the Executive Director of the Law Society to perform the duties described herein.
- iii. “Law Society” means, unless otherwise stated, the Law Society of Saskatchewan.
- iv. “Minimum CPD Requirements” means the number of hours in Qualifying CPD Activities required by the Law Society pursuant to section 4.
- v. “Qualifying CPD Activities” means CPD activities that comply with the subject matter requirements set out in section 6.
- vi. “Term” means each one-year period to complete Minimum CPD Requirements pursuant to section 5.

(Item 2 (viii) amended to add definition of one-year Term effective January 1, 2020, December 16, 2019)

(Item 2 (viii) amended to remove definition three-year period, November 23, 2021)

(Item 2 (i), (ii) and (vii) deleted, thereby changing numbering sequence; 2 (iv) and (v) amended January 1, 2024)

3. Scope and Exemptions to Minimum CPD Requirements

i. Active Members

Members with current practicing certificates are required to achieve Minimum CPD Requirements in order to maintain practicing status.

ii. Inactive Members

Inactive members are not required to achieve Minimum CPD Requirements in order to maintain inactive status. Upon application by a member for reinstatement to active status, the member will receive an exemption at the rate of one CPD hour (and the proportionate number of Ethics

Hours) for each full calendar month they were inactive in the current Term. Reinstatement may be conditional on additional CPD requirements at the discretion of the Director of Education based on a review of the timing and duration of the member's inactive period.

Members who maintain their practicing certificate (and therefore, are considered "active" members) but who are not practicing can apply for a CPD hour exemption. The Director of Education has the discretion to grant an exemption in exceptional circumstances.

iii. Members of Other Law Societies

Members of other law societies, who also hold membership in the Law Society, are required to comply with the Minimum CPD Requirements. Members of other law societies, who are required to complete comparable mandatory CPD requirements in another jurisdiction, may apply to the Director of Education to request an exemption from the Minimum CPD Requirements. The Director of Education may require the member to provide proof of completion of the mandatory CPD hours from another jurisdiction. The Director of Education has the discretion to determine whether the requirements from another jurisdiction are sufficiently comparable to allow for an exemption and to limit the number of CPD hours to be exempted.

iv. Suspended Members

Suspended members are required to maintain the Minimum CPD Requirements or to submit a remedial CPD plan to the Director of Education for approval before reinstatement.

v. New Members

The Minimum CPD Requirements will be adjusted to require one credit hour for each full or partial calendar month for the remainder of the Term, including the proportionate number of Ethics Hours.

vi. Student-at-Law Members

Minimum CPD Requirements are not required to be met by Students-at-Law. Any of the hours from CPD activities attended as a Student-at-Law shall not be recorded.

vii. Active Member – Pro Bono Member

Members who have practicing status as a Pro Bono Member are required to comply with the minimum CPD Requirements to maintain practicing status. Pro Bono Members are exempt from paying any registration fees for CPD programming provided by the Law Society.

(Item 3 (ii), (iv) and (v) amended April 13, 2011)

(Item 3 (vi) added June 20, 2013)

(Item 3 (vi) amended September 11, 2014, effective November 1, 2014)

(Item 3 (iii) amended and item 3 (vi) Student-at-Law Members added, September 15, 2016)

4. Minimum CPD Requirements

- i. The Minimum CPD Requirements are the completion of twelve (12) hours of Qualifying CPD Activities in the one-year Term referenced in Section 5 of this Policy.

- ii. No fewer than two (2) hours (“Ethics Hours”) of the required twelve (12) hours must pertain primarily to any one or any combination of the following topics:
- Professional responsibility
 - Ethics
 - Practice standards
 - The Law Society of Saskatchewan *Code of Professional Conduct*
 - Conflict of interest
 - The *Law Society of Saskatchewan Rules*
 - Client care and relations
 - Practice management

Detailed criteria for Ethics Hours are set out in Schedule B to this Policy.

(Item 4 (i) and (ii) amended April 13, 2011)
(Item 4 (iii) added June 21, 2012)
(Item 4 (ii) amended June 20, 2013)
(Item 4 (iii) deleted September 15, 2016)
(Item 4 (i) amended to add minimum CPD requirements for new one-year Term effective January 1, 2020)
(Item 4 (ii) amended to add minimum CPD Ethics hours effective January 1, 2020, December 16, 2019)
(Item 4 (i) and (ii) amended to adjust minimum CPD hours for a new one-year Term, November 23, 2021)
(Item 4 (i) amended to change “Accredited” to “Qualifying” January 1, 2024)

5. Term and Carry-Over

- i. The Term will be a one-year period commencing on January 1st and ending on December 31st of each year.
- ii. Members will be entitled to carry-over up to 12 CPD hours (2 of which may qualify as Ethics Hours) into the consecutive Term.

(Item 5 (i) amended April 13, 2011)
(Item 5 heading amended, 5 (ii) and (iii) added, December 16, 2019)
(Item 5 (i) and (iii) deleted to remove reference to a three-year rolling Term; change Term to a one-year period, November 23, 2019)

6. Overall Subject Matter Requirements

- i. The subject matter of all Qualifying CPD Activities will satisfy the following criteria:
- a. The content must have significant intellectual or practical content with the primary objective of increasing lawyers’ professional competence.
- b. The content should deal with all or any of the following:
- substantive law
 - procedural law
 - professional ethics/responsibility (Schedule B)
 - practice management (including client care and relations) (Schedule B)

- lawyering skills (Schedule C)
 - professional wellness (Schedule D)
- c. The content should be designed and presented primarily by members of the legal profession.
- d. The Law Society recognizes and encourages the diversity of legal practice. Credit hours may be available for content which does not strictly comply with the above criteria if the lawyer can demonstrate that it is directly related to improving professional competence in the lawyer's practice.

(Item 6 (c) and (e) amended September 15, 2016)
 (Item 6 (b) amended, Schedule C and D added January 1, 2018)
 (Item 6 (d) deleted, thereby changing numbering sequence, January 1, 2019)
 (Item 6 (i) amended to change "Accredited" to "Qualifying" January 1, 2024)

7. Qualifying CPD Activities

- i. Law Society policy is to accommodate the professional development needs of all members by permitting a wide range of professional development opportunities. Subject to all other terms and conditions of this policy and section 9, CPD activities include:
- a. Attendance at traditional courses and activities.
 - b. Attendance at a professional development program offered by:
 - a law firm
 - corporate legal department
 - government agency or department
 - local bar association
 - Canadian Bar Association (CBA) sections

or similar entity, provided that the program is offered in a group setting.
 - c. Participation in "real time" online and/or live streamed courses or activities where there is an opportunity to ask and answer questions.
 - d. Review of a recorded version of a Qualifying CPD Activity.
 - e. Completion of an interactive self-study online course provided that a testing component is included in the course.
 - f. Teaching at a course related to law or to the practice of law.
 - g. Participation in a study group of two or more, provided that the group's study focuses on law related activities.
 - h. Writing books or articles relating to the study or practice of law.

(Item 7 (d) and (h) amended April 13, 2011)
(Item 7 Heading amended to change “Accredited” to “Qualifying”; (c) and (d) amended January 1, 2024)

8. Activities and Content Which Do Not Qualify

- i. Content and activities designed for or targeted at clients.
- ii. Content and activities relating to law firm marketing or maximizing profit.
- iii. Content and activities prepared and delivered in the ordinary and usual course of practice.

See Schedules B, C and D for further detail on excluded subject matter.

(Item 8 (iv) – (xiv) added September 15, 2016)
(Item 8 (iv) – (xiv) deleted; see Schedule B, C & D January 1, 2018)
(Item 8 Heading amended January 1, 2024)

(Item 9 Accreditation of CPD Activities, Item 10 Approved Providers and Item 11 Approval of Providers deleted in their entirety January 1, 2024)

9. [Deleted]

10. [Deleted]

11. [Deleted]

12. Calculation of CPD Hours

When calculating CPD hours, partial hours shall be rounded up or down to the closest fifteen (15) minute increment.

CPD activities will qualify for CPD hours based on the following criteria:

a. Live In-person Programs

1. CPD hours will be available for the actual duration of the live program excluding meals and social breaks.
2. Members are only to report the actual time they were in attendance at the live program.

b. Teaching

1. The teaching must be in compliance with the overall subject matter requirements set out in this Policy. CPD hours for teaching will not be available if it is targeted primarily at clients.
2. Three (3) CPD hours will be available for each hour taught. If the lawyer is “chairing” a program, however, the actual time spent chairing the program is all that may be reported (not three (3) CPD hours for each hour of chairing).

3. CPD hours will only be available for the first time the teaching activity is performed in the calendar year. CPD hours will not be available for repeat teaching of substantially the same subject matter within the same calendar year.

c. Faculty and Panel Members

1. A lawyer who serves as a faculty member for a skills workshop or a panel member for a panel discussion will be entitled to report two (2) CPD hours for each hour spent performing their role as a faculty or panel member.
2. The workshop or panel must be part of a Qualifying CPD Activity; therefore, it must be in compliance with the overall subject matter requirements set out in this Policy. CPD hours for these roles will not be available if it is targeted primarily at clients.

d. Writing

CPD hours will be available for writing as follows:

1. CPD hours are available for writing law books, articles, or other legal materials that are intended for publication or to be included in course materials.
2. CPD hours for writing will also be available for reviewing and updating legal materials intended for publication or inclusion in course materials, where the final product includes substantive new content. Basic editing does not qualify as "writing".
3. CPD hours will be based on actual time to produce the final product, to a maximum of six (6) hours per writing project.
4. CPD hours will be available for volunteer or part-time writing only, not as a part of full-time or regular employment.
5. The available CPD hours will be in addition to CPD hours available for teaching.
6. No CPD hours will be available for time spent producing PowerPoint materials.

e. Study Groups

CPD hours for study group activity will be available as follows:

1. The CPD hours available will be the actual time spent at the study group meeting, excluding any time that is not related to CPD activities.
2. CPD hours will not be available for an activity that is file specific.
3. A member must have overall administrative responsibility for each study group meeting and a member must chair each meeting.
4. No CPD hours will be available for time spent reading materials, handouts or PowerPoint presentations, whether before or after the study group session.

f. Local Bar and Canadian Bar Association Section Meetings

1. CPD hours will be available for the actual time spent attending a CPD activity provided by a local bar association, as well as for section meetings of the Canadian Bar Association, excluding any portion of the meeting that is not devoted to CPD activities.

g. Online CPD

A. Group Event

1. CPD hours will be available for the actual time spent by a member participating in “real time” online and/or live streamed courses or activities, but only if there is an opportunity to ask and answer questions through the course offering.
2. The CPD hours available will include the actual time of a study group’s review of a previously recorded Qualifying CPD Activity.

B. Self-Study

1. CPD hours will be available for viewing a recorded version of a Qualifying CPD Activity, in an amount equal to the actual duration of the recording.
2. CPD hours will be available for completion of a qualifying online course, provided the course includes the following characteristics:
 - i. a quiz component (where questions are to be answered and where answer guide is provided to the member after the member completes the course and quiz. It is not necessary for the member to submit the quiz for review).
 - ii. there is an ability for the member taking the course to email or telephone a designated moderator with questions and receive a timely reply.
 - iii. there is no requirement for a “listserv”.
 - iv. there is no requirement for reading materials, handouts or PowerPoint presentations to be included in the course.

(Item 12 amended extensively April 13, 2011)

(Item 12(b)(1) and 12(c)(2) amended January 1, 2019)

(Item 12, when calculating CPD hours, amended from half hour to fifteen-minute increments, November 23, 2021)

(Item 12 and 12(a) heading, (c)2, (g)A1 and A2, (g)B1 and B2 amended January 1, 2024)

13. Reporting

Members will be responsible for ensuring that they comply with educational policies of the Law Society and for reporting CPD activities to the Law Society. Members will be required to report their own CPD hours in their Member Profile located on the Law Society website.

(Item 13 amended April 13, 2011)

14. CPD Hours Carry-Over

Members are entitled to carry-over up to 12 CPD hours (2 of which may qualify as Ethics Hours) into the consecutive Term.

(Item 14 amended April 13, 2011)

(Item 14 heading and text amended, December 16, 2019)

(Item 14, CPD hours carry-over amended, November 23, 2021)

15. Audit

Members are responsible for retaining records of CPD activities and to make the records immediately available to the Law Society upon request.

(Item 15 amended April 13, 2011)

16. Non-Compliance

A member who does not comply with this policy may be disqualified from active practice, pursuant to Rule 721. Under special circumstances, the Executive Director may delay disqualification of a member for a specified period of time.

A member who will not complete the Minimum CPD Requirements by the end of the Term may, prior to the end of the Term, submit a remedial CPD plan, along with the prescribed fee in Rule 1406 for review and approval by the Director of Education. All remedial CPD activities must be completed by April 1st of the year following the end of the Term.

A late fee, as prescribed in Rule 1406, will be applied in situations where a member fails to comply with the CPD Policy by the December 31st deadline, but complies prior to being disqualified in the new year. The Director of Education has the discretion to waive the late fee in special circumstances.

(Item 16 amended April 13, 2011)

(Item 16 amended June 21, 2012)

(Item 16 amended September 11, 2014, effective November 1, 2014)

(Item 16 amended September 14, 2018, effective December 31, 2018)

(Item 16 amended to reflect changes in Rule numbering due to Rules overhaul, December 16, 2019)

17. Reinstatement

A member that has been disqualified pursuant to Rule 721(3) may apply for reinstatement pursuant to Rule 721(4).

(Item 17 amended September 11, 2014, effective November 1, 2014)

(Item 17 amended to reflect changes in Rule numbering due to Rules overhaul, December 16, 2019)

18. General

In the absence of policy or where there has been substantial compliance with this policy, the Executive Director of the Law Society is authorized to make rulings which are consistent with the objectives of this policy.

19. Appeal

Decisions of the Director of Education may be appealed to the Chair of the Competency Committee of the Law Society, along with the prescribed fee in Rule 1406. The Chair may either dispose of the application or order a hearing pursuant to Rules 730 - 741.

(Item 19 amended June 23, 2011)

(Item 19 amended September 11, 2014, effective November 1, 2014)

(Item 19 amended to reflect changes in Rule numbering due to Rules overhaul, December 16, 2019)

(Item 19 amended to change reference from "Admissions & Education Committee" to "Competency Committee" January 1, 2024)

20. Notice

Any notice required to be given a member shall be deemed effective when sent to the member at the address the member maintains on the Law Society membership database.

(Schedule A Approved Providers deleted in its entirety January 1, 2024)

Schedule A – [Deleted]

Schedule B - Criteria for Ethics Hours

(Schedule B added June 20, 2013)
Revised: (January 1, 2018)

1. Professional Ethics/Responsibility

Content focusing on the professional and ethical practice of law, including conducting one's practice in a manner consistent with *The Legal Profession Act, 1990*, the *Law Society of Saskatchewan Code of Professional Conduct*, the *Law Society of Saskatchewan Rules*, and generally accepted principles of professional conduct.

2. Practice Management

Content focusing on administration of a lawyer's workload and office and on client-based administration, including how to start up and operate a law practice in a manner that applies sound and efficient law practice management methodology.

Eligible Practice Management Topics

- a. client care and relations, including but not limited to, managing difficult clients
- b. cultural competency training (skills based training in intercultural competency, conflict resolution, human rights and anti-racism)
- c. trust accounting requirements, including:
 - (i) trust reporting
 - (ii) financial reporting for a law practice
 - (iii) interest income on trust accounts
 - (iv) working with a qualified bookkeeper, accountant or auditor
- d. federal and provincial tax remittances, including employee income tax remittances
- e. training related to technology and office systems that may be used in, or impact, the operation of a legal practice, for example:
 - (i) law office systems
 - (ii) legal document preparation and management, including precedents
 - (iii) client record management
 - (iv) cyber security
 - (v) paperless office best practices
- f. retainer agreements and billing practices relating to Law Society requirements
- g. avoiding fee disputes
- h. file systems, including retention and disposal
- i. succession planning
- j. emergency planning, including law practice continuity for catastrophic events and coverage during absences
- k. managing law firm staff, including:
 - (i) *Code of Professional Conduct* requirements
 - (ii) delegation of tasks/supervision
- l. identifying conflicts, including:
 - (i) conflict checks and related systems
 - (ii) client screening
- m. diary and time management systems, including:
 - (i) limitation systems

- (ii) reminder systems
 - (iii) follow-up systems
- n. marketing of a law practice in accordance with professional obligations
- o. avoiding “being a dupe”/avoiding fraud
- p. complying with the Rules of the Law Society

Ineligible Practice Management Topics (do not qualify for CPD/ethics hours)

- a. law firm marketing
- b. maximizing profit
- c. commoditization of legal services
- d. surviving a recession
- e. attracting and retaining law firm talent
- f. alternate work arrangements in a law firm
- g. business case for retention of lawyers and staff
- h. handling interpersonal differences within your law firm

(Item 2(a), client care and relations, amended November 26, 2015)

(Item 2(d) amended and “topics that do not satisfy the practice management definition for CPD accreditation” were deleted, September 15, 2016)

(Item 2 Eligible Practice Management Topics (a) – (p) amended,
item 2 Ineligible Practice Management Topics (a) – (h) added January 1, 2018)

Schedule C - Lawyering Skills

(Schedule C added January 1, 2018)

Eligible Lawyering Skills Topics

- a. effective communication, both oral and written
- b. interviewing and advising
- c. problem solving, including related critical thinking and decision making
- d. advocacy
- e. arbitration
- f. mediation
- g. dispute resolution
- h. negotiation
- i. drafting legal documents
- j. legal writing
- k. legal research
- l. training to be a mentor/principal
- m. training to increase a lawyer's proficiency in specific technologies or office computer programs which are used in their practice of law, for example:
 - (i) e-filing
 - (ii) e-discovery
 - (iii) software programs designed to assist with a specific area of law (e.g. Childview)
 - (iv) document and word processing software, electronic spreadsheets, email systems, personal information management systems (e.g. Microsoft Office Suite)
- n. leadership in the legal context
- o. project management in the legal context
- p. governance issues and processes

Ineligible Lawyering Skills Topics

- a. general business leadership
- b. general project management

Schedule D - Professional Wellness

(Schedule D added January 1, 2018)

Approved educational programs designed to help lawyers detect, prevent or respond to substance use problems, mental health or stress-related issues that can affect professional competence and the ability to fulfill a lawyer's ethical and professional duties. Such educational programs must focus on these issues in the context of the practice of law and the impact these issues can have on the quality of legal services provided to the public.

Eligible Professional Wellness Topics

- a. programs that focus on developing awareness and prevention of substance use problems and mental health issues in the practice of law, for example, alcohol and drug dependencies, addictive or self-harming behaviours, anxiety and depression
- b. programs that focus on developing awareness and prevention of stress and stress-related issues in the practice of law, for example, procrastination, isolation, boundary setting and burnout

Ineligible Professional Wellness Topics

- a. exercise classes
- b. yoga courses
- c. breathing exercises and meditation courses
- d. healthy eating courses
- e. courses addressing reevaluating personal career decisions or navigating career transitions
- f. counselling sessions and treatment programs
- g. learning activities that focus on personal life events and associated issues (e.g. personal trauma, grief and bereavement)