LSUC PORTAL UPDATE

The Law Society of du Haut-Canada Upper Canada



Activity on the LSUC Portal, the Law Society's member-only web portal, continues to grow at a rapid rate, along with the number of services available through it.

CPD Requirement

By now you're well aware you need to take 12 hours per year of continuing professional development in eligible educational activities.

If you've been in practice for two years or less, you need to complete all of those hours in programs or activities accredited for New Members.

Experienced lawyers need a minimum of three hours of accredited programs or activities on topics related to professional responsibility, ethics and/or practice management ("Professionalism Hours"). However, the remaining nine hours for experienced lawyers ("Substantive Hours") don't need to be accredited.

For more information, please refer to <u>http://rc.lsuc.on.ca/jsp/cpd/index.jsp</u>.

Haven't registered yet? Go to Page 2 >

Need Help?

Call the Law Society at 416-947-3315, or 1-800-668-7380 ext. 3315, Monday to Friday from 9 a.m. to 5 p.m. We're here to help with any of your Portal needs.

THE ABCs OF CPD

Log in to the portal at <u>https://portal.lsuc.on.ca</u>. Select the CPD tab, then...

• To log programs that contain professionalism hours

- 1. Select Update My CPD Program
- 2. Select Professionalism Program/Content
- 3. Click Search
- 4. Fill in one or more of the search fields or leave blank to return all programs
- 5. Click Search
- 6. Click on program to select and submit

• To log substantive programs

- 1. Select Update My CPD Program
- 2. Select Substantive Program/Content
- 3. Enter program information
- 4. Click Submit
- Logging activities
- 1. Select Update My CPD Activity
- 2. Select the Activity Type from the drop down list
- 3. Complete the required fields
- 4. Click Submit

To obtain Professionalism Hours for activities other than programs, submit an application for accreditation to <u>cpdacc@lsuc.on.ca</u>.

Applications can be found on the Law Society's website at <u>http://rc.lsuc.on.ca/jsp/cpd/cpdAccredProcess.jsp</u>.

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For more information, please refer to CPD Requirement

Note: Enter hours as a decimal number e.g. 1.50 = 1 1/2 hours

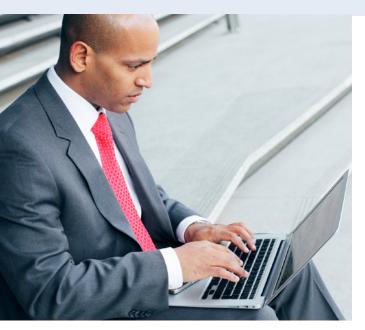
Submit

Substantive Hours:

Detail

There are still some members who have not yet registered and logged their CPD Hours. Remember – if you fail to complete your CPD Hours and report them in the Portal by the end of the calendar year, you will be subject to administrative suspension from practice as of January 1, 2012.

If you haven't registered yet, please do it now at <u>https://portal.lsuc.on.ca/wps/portal/register</u>.



Portal enhancements

In response to your feedback, we have enhanced the CPD component of the LSUC Portal. Highlights include improved listings of upcoming Professionalism programs, an improved search function, and a simpler way to enter Substantive Hours. For a better look, log on at https://portal.lsuc.on.ca.

First, change of information... Now, annual report filing coming soon

You already know the LSUC Portal is the place to go to review and update your status and contact information. But as of January 1, 2012, the Annual Report e-FORM will also be a part of the Portal. You'll now only need one username and password in order to report your CPD Hours, update your status and contact information and file your Annual Report.

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