

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 <http://rc.lsuc.on.ca/jsp/cpd/index.jsp>.

**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 <https://portal.lsuc.on.ca>. 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

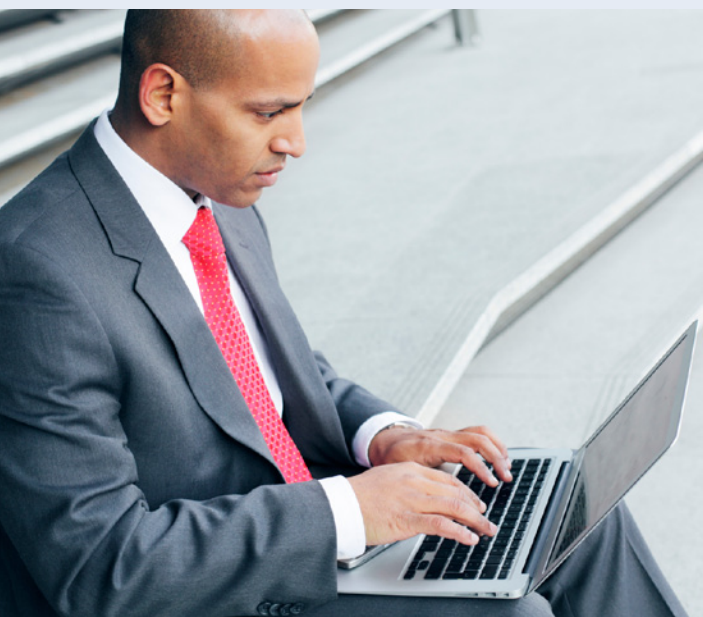
To obtain Professionalism Hours for activities other than programs, submit an application for accreditation to [cpdacc@lsuc.on.ca](mailto:cpdacc@lsuc.on.ca). Applications can be found on the Law Society's website at <http://rc.lsuc.on.ca/jsp/cpd/cpdAccredProcess.jsp>.

The screenshot shows the 'Program' form in the LSUC Portal. The form is titled 'Program' and includes a navigation menu with 'Home', 'Change of Information', 'Manage My Profile', and 'CPD'. The main content area has a sidebar with navigation links: 'Introduction', 'Upcoming Programs: Professionalism Hours', 'My CPD', 'Update My CPD - Program', and 'Update My CPD - Activity'. The 'Update My CPD - Program' section is active. The form fields include: 'Program Name' (text input), 'Provider' (text input), 'Location' (text input), 'Start Date' (date picker), 'End Date' (date picker), 'Substantive Hours' (text input), and 'Area of Law' (dropdown menu). A 'Submit' button is at the bottom right. A note states: 'Note: Enter hours as a decimal number e.g. 1.50 = 1 1/2 hours'.

The screenshot shows the 'Activity' form in the LSUC Portal. The form is titled 'Activity' and includes the same navigation menu as the previous screenshot. The sidebar navigation is the same. The 'Update My CPD - Activity' section is active. The form fields include: 'Activity Type' (dropdown menu), 'Start Date' (date picker), 'End Date' (date picker), 'Substantive Hours' (text input), and 'Details' (text area). A 'Submit' button is at the bottom right. A note states: 'Note: Enter hours as a decimal number e.g. 1.50 = 1 1/2 hours'. A footer note says: 'For more information, please refer to CPD Requirement'.

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 <https://portal.lsuc.on.ca/wps/portal/register>.**



### **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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