

Law Society of Yukon

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FORM 16

Continuing Professional Development Report

(Rule 96)

Name

Last Name	First Name	Middle Name(s)
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Contact Information (if filed separately from Annual Membership Renewal)

Name of Firm/Employer (if applicable)			
Street			
City	Province/Territory	Country	Postal Code
Telephone Work () Home ()	Fax ()	Email Address	

Under rule 96 a member must complete one hour of continuing professional development activities (CPD activities) for each full or partial month during the calendar year they were an active member unless exempt under rule 95.

A member who was an active member at any time during a calendar year must file a CPD report in Form 16 by January 31 of the next year.

Please refer to the CPD Guidelines available on the Law Society of Yukon (Society) website for more information on what qualified as a CPD activity.

1. Reporting Year: _____
2. Number of full or partial months during the calendar year I was an active member: _____

3. Check the box that applies

I have completed the CPD activities set out in the Professional Development Report attached as Schedule "A".

OR

I am exempt as I completed articles or the bar admission course of a governing body during the reporting year.

OR

I am exempt as I was an active member for one month or less during the reporting year.

OR

I am exempt as I was a non-practicing or retired member during the entire reporting year.

4. Under subrule 95(2), the Executive reduced the number of hours of CPD activities required to be completed. Yes No

5. If yes, specify the number of hours reduced: _____

I certify that the information I have provided is truthful and accurate to the best of my knowledge.

Date: _____

Signature of Member

Late CPD Reporting

Rule 97(1) A member who completes the CPD activities required under subrule 94(1) but does not file their CPD Report by January 31 as required under rule 96, must file their CPD Report and pay the fee for late CPD reporting by March 1 of that year.

Rule 97(2) A member who does not file their CPD Report and pay the fee for late CPD reporting by March 1 as required under subrule (1), is automatically suspended until the Report has been filed and the late reporting fee has been paid, and the member is notified in writing by the Executive Director that the suspension is lifted.

Late CPD Completion

Rule 98(1) A member who does not complete the CPD activities required under subrule 94(1) by December 31 must, by the following March 1 of the next year:

- (a) complete the CPD activities required under subrule 94(1);*
- (b) file the CPD Report required under rule 96; and*
- (c) pay the fee for late CPD completion.*

Rule 98(2) A member who does not complete the required CPD activities, file a CPD Report and pay the fee for late CPD completion as required under subrule (1), is automatically suspended until the activities are completed, the CPD Report is filed and the fee for late CPD completion is paid, and the member is notified in writing by the Executive Director that the suspension is lifted.

Schedule “A” - Professional Development Report
(if insufficient space, set out on separate page and attach to Form)

1. Courses, Seminars and Events you have attended:

In-person CPD/CLE course, presentation or seminar including in-house CPD/CLE’s, webinar, teleconference or phone-based courses, including educational components of meetings and/or conferences provided content requirements are met. Note: only hours in actual attendance at a course or the educational component of a conference or meeting are considered eligible hours. Unlimited number of eligible attendance hours allowed per year.

Course Name (be specific as the name must indicate the content that reflects criteria set out in Guidelines)	Provider (eg - CBA, In-house, Law Society, etc.)	Format (eg – in person, seminar/meeting, teleconference seminar, webinar/web based course, etc)	Date of Attendance	Hours (Unlimited number of eligible hours per year.)
			Total hours:	

2. Teaching

Content requirements must be met. Presentations to clients do not count towards CPD hours. Hours count for only the 1st presentation of a given lecture (second and subsequent presentations of the same lecture either in the reporting year or in a subsequent year, are not eligible). Maximum of 6 teaching hours eligible per year. Time teaching may be multiplied by 3 to account for prep time (ie 1 hour of teaching would equal 3 CPD hours to a maximum of 6 hours).

Course Name (be specific as the name must indicate the content that reflects criteria set out in Guidelines)	Sponsor eg - CBA, In-house, Law Society, etc.	Format eg – in person, seminar/meeting, teleconference seminar, webinar/web based course, etc	Date	Hours Maximum of 6 teaching hours eligible per year.
				3 x =
				3 x =
				3 x =
			Total hours:	

3. Eligible writing

Writing books and articles provided content requirements are met and the purpose is for publication or use in educational programs and not as part of regular employment of member (writing of head notes and case reports may be eligible). Maximum of 6 hours eligible per year.

Title of article, book or written work	Description (should indicate the content that reflects criteria set out in Guidelines)	Publication (where written work published or used)	Date of Release	Hours Maximum of 6 hours eligible per year.
			Total hours:	
Total CPD hours for reporting year:				