

Re: CPD Reporting for 2023 – FAQ

Notice to Members

A Form 16 – CPD Report for 2023 will be forwarded to you by the Society in early December for you to submit by January 31, 2024.

This notice is intended to provide answers to frequently asked questions regarding the Law Society's reporting requirements.

Q: What is the deadline for completing my CPD hours for 2023?

A: You need to have completed your hours by December 31st, 2023.

Q: What is the deadline for reporting my CPD activities for 2023?

A: A Form 16 – CPD Report needs to be submitted by January 31, 2024, regardless of membership status.

Q. Are non-practising and retired members required to submit a Form 16 – CPD Report each year?

A: No, non-practising and retired members are exempt from completing CPD hours and are not required to submit a Form 16.

Q. How many CPD hours are required each calendar year?

A: Members are required to complete 12 hours or the equivalent of one hour for each month or partial month they are an active member in 2023, unless exempt.

Q. Can I carry over CPD hours from the previous year?

A: No; members cannot carry over CPD hours from a previous year.

Q. Are CPD hours acquired in another jurisdiction accepted by the Law Society of Yukon?

A: Yes; CPD hours acquired elsewhere will be accepted by the Law Society of Yukon provided they meet Law Society guidelines.

Q. Can I attach a print-out of my CPD activities to my Form 16?

A: Yes; a print-out of your 2023 CPD activities attached to your Form 16 – CPD Report will be accepted provided it contains the required information.

Q. What happens if I do not have enough hours by December 31, 2023?

A: Members will be required to complete the number of hours short for 2023 by March 1, 2024; file an updated CPD Report and pay a fee of \$300.00.

Q: What happens if I miss the January 31, 2024 deadline for reporting?

A: Members who miss the deadline must file their report on or before March 1, 2024 and pay a late reporting fee of \$300.00.

To read our Guidelines for CPD click [here](#). Click [here](#) to find our recorded CPD activities for 2023

Call us at the Law Society office at 867-668-4231 if you have any questions.