CPD Tool User Guide

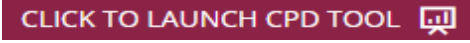June 23, 2023

Contents

Accessing the CPD Tool

For best user experience, access the CPD Tool using a desktop and use the following steps:

1. Log in to the Lawyer Portal.
2. Select the drop-down arrow located on the top right of your home screen, located to the right of your name.
3. Select **CPD**.
4. From the menu select **CPD Tool.**
5. Access the Tool by selecting the **CLICK TO LAUNCH CPD TOOL** button.
6. The Tool will open in a separate tab defaulting to your dashboard. Select **START NOW** to begin your plan. If you have previously saved information in the Tool, select **CONTINUE** to be taken to where you previously left off.
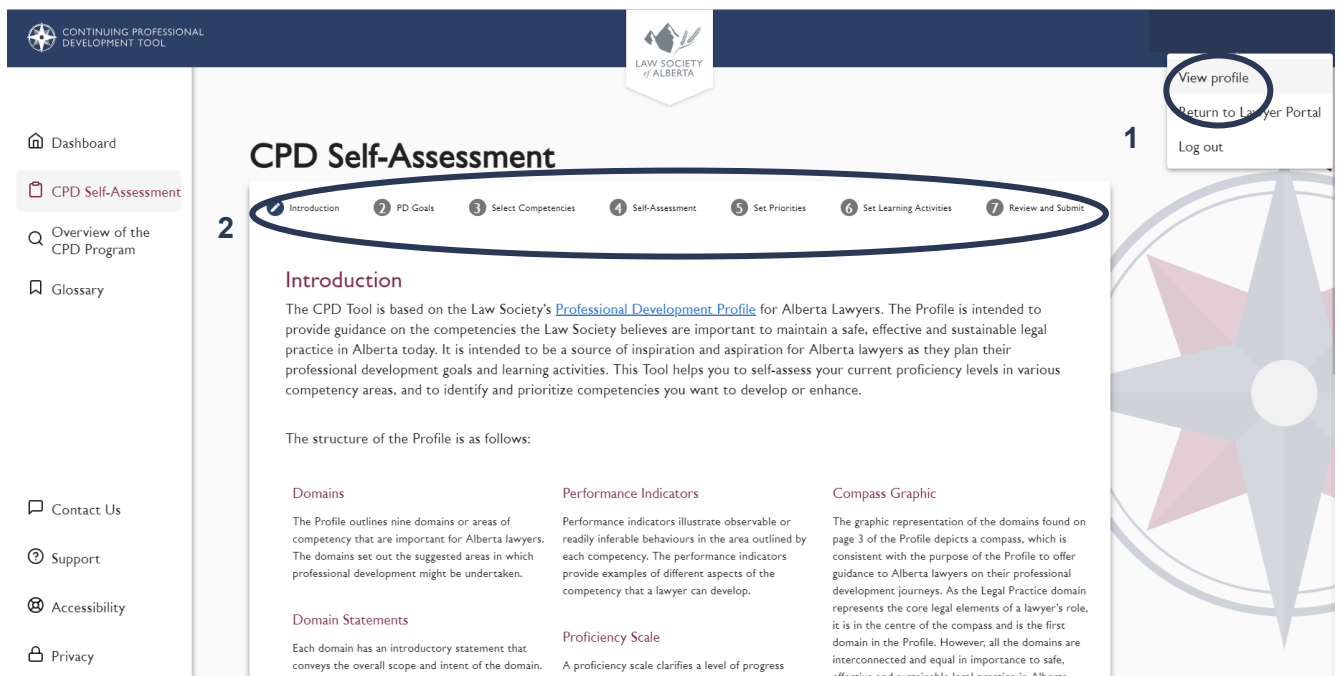
Completing Your CPD Plan

The CPD Tool will guide you through each step of the self-assessment to help meet the plan requirements. Each time you move to the next step, your progress will be saved automatically.

The CPD Tool will be timed out after 20 minutes of inactivity. Once you have completed a step, ensure you click on the next step button located on the bottom right of the page to save your work.

Once you have acknowledged and submitted your CPD plan, a pop-up message will appear that confirms your plan was successfully submitted to the Law Society and you have fulfilled your requirements under Rule 67.2 for the year. Your CPD plan will also become available for download at any time.

Navigating Within the CPD Tool

The following navigation tips can help optimize your experience in the CPD Tool:

1. The profile information that is displayed in the CPD Tool is pulled from the information you provide in the Lawyer Portal. Information on updating your contact information is available on the Law Society of Alberta website.
2. The stepper at the top of the screen displays your progress in completing the plan. Once a step has been completed the icon on the stepper will change to a blue check mark and can be selected to navigate back to a previous step. You can also navigate back to a previous step by using the button located at the bottom left corner of each page until you reach the applicable step. Incomplete steps that are a gray number cannot be selected in the stepper as that content depends on completion of earlier steps. If a step has been started but not saved, the stepper icon will be a blue pencil. On a mobile device this stepper will appear on the left-hand side with completed steps at the top of the screen and incomplete steps at the bottom.

Applying for an Exemption

1. Log in to the Lawyer Portal.
2. Select the drop-down arrow located on the top right of your home screen, located to the right of your name.
3. Select **CPD**.
4. Select Request Exemption.
5. Select a reason from the drop-down list.
6. Use the text box to provide information relevant to your exemption request.
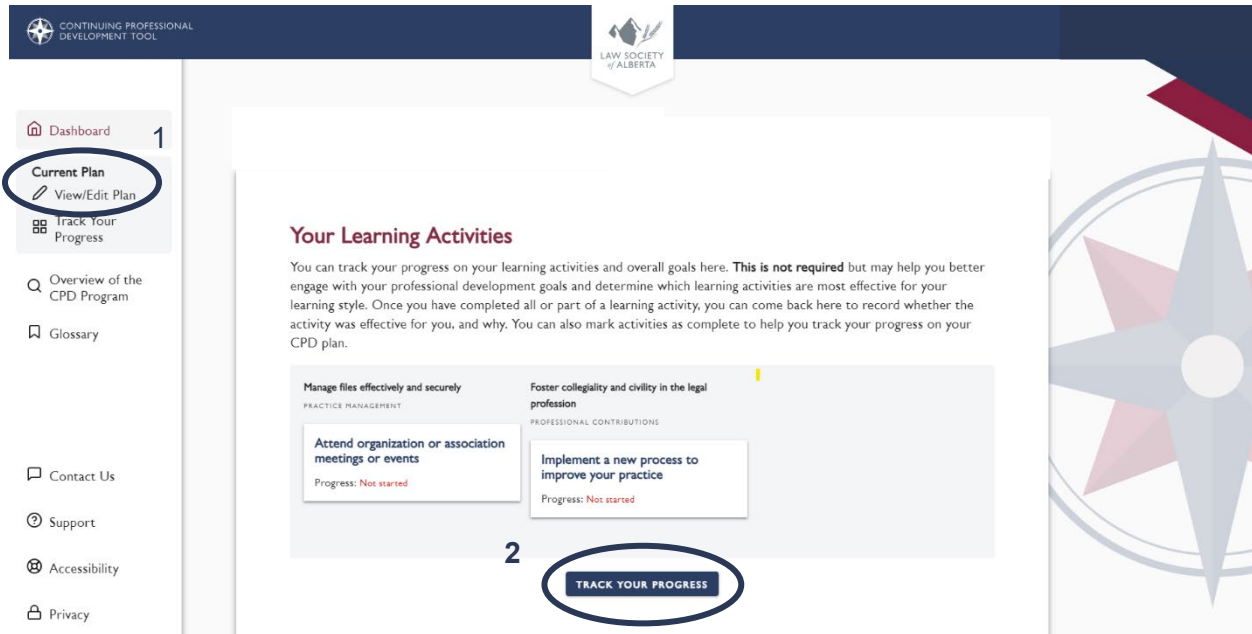7. Select Submit.

Once an exemption request has been submitted, the Law Society will assess the request and notify the lawyer by email if the request has been approved or denied. If an exemption request is denied, the lawyer will be required to submit a CPD plan by the deadline.

Checking Your Status

1. Log in to the Lawyer Portal.
2. Select the drop-down arrow located on the top right of your home screen, located to the right of your name.
3. Select **CPD**.
4. Select Mandatory Education.
5. If you are required to complete a CPD plan it will appear as incomplete under **Current Mandatory Education** at the bottom of the page.
6. Once the CPD plan has been submitted, move the toggle to show history and your CPD plan will show as complete. Once the plan appears under show history, the Law Society has been notified, and there is nothing further required.

View, Edit and Track Progress on Your Completed CPD Plan

Once you have submitted your CPD plan, your dashboard will change and appear as below (please note, on a mobile device the menu on the left-hand side is accessible by selecting the button in the top left-hand corner of the screen):

1. View/Edit Plan
    a. Current CPD plans can be downloaded from the CPD Tool dashboard by selecting **View/Edit Plan** in the Current Plan section and selecting the **FULL PLAN (PDF)** or **SIMPLIFIED PLAN (PDF)** button near the top right of the screen.
    b. CPD plans can be edited from the CPD Tool dashboard by selecting **View/Edit Plan** in the Current Plan section and selecting the **EDIT MY PLAN** button near the top right of the screen. CPD plans can be changed until Sept. 30 of the year following the original submission deadline.

2. Track Your Progress
    a. From the CPD Tool dashboard, select **TRACK YOUR PROGRESS** to track learning activities, notes and overall goals throughout the year. **This function is not required** but lawyers are encouraged to use it to assist with their overall engagement of their goals and to determine which learning activities match their individual learning style. Once an activity is marked as complete, the status of the activity will change from "not started" to "completed".

Security Information

The security standards for Law Society databases require limited use of special characters and that the CPD Tool automatically log lawyers out of the platform after 20 minutes of inactivity. These standards are necessary to help protect lawyers' confidential information. The CPD Tool will alert you when you are at risk of being logged out.

Accessibility Information

The Law Society is committed to removing barriers to accessing our resources, programs and services. As part of that commitment, all Law Society websites and resources strive to meet [Web Content Accessibility Guidelines (WCAG 2.1)](). WCAG 2.1 are the internationally-recognized standards to make web content more accessible to people with disabilities. The Law Society conducts regular audits of all web content for WCAG compliance and works to address any issues in a timely manner.

If you have trouble accessing our websites or resources, please contact [Education]() for additional support.

Contact Us

If you have questions about the CPD Tool, email Customer Service or visit the Law Society of Alberta website.

If you would like support in creating your CPD plan, you can contact Education for assistance.

Additional Supports for Completing a CPD Plan

While the Law Society can offer guidance and suggestions on learning activities, it is up to each lawyer to determine how to best improve proficiency in chosen areas of professional development, depending on level of experience, practice context and goals. The following resources have been developed to assist lawyers with this process:

- The Professional Development Profile (Profile) provides guidance for lawyers about what the Law Society considers to be important areas of focus for professional development, regardless of experience or practice area. The Profile forms the framework of the CPD Tool.
- The proficiency scale, developed by Principia Assessments, Ltd. and located within the CPD Tool, is intended to help lawyers assess their current proficiency levels in the selected competencies and to set goals to improve or enhance those proficiency levels.
- The Reflective Practice course helps lawyers learn what reflective practice is, the different kinds of reflection, why it is important to lawyers, how it applies to professional development and what it takes to become a reflective practitioner.
- The Key Resources located within the Law Society's Resource Centre align with the nine domains of the Profile, to help lawyers easily locate resources relevant to their CPD plans.
- The CPD Resources located within Continuing Professional Development on the Law Society website contains information and resources that are available to lawyers when completing and implementing CPD plans; including suggestions for learning activities.
- CPD Frequently Asked Questions located within Continuing Professional Development on the Law Society website contains detailed information on CPD Program Requirements, Exemptions, Creating CPD Plans, Viewing and Downloading Plans, Editing CPD Plans, Tracking Progress on your CPD Plan and General Information.