



## Mandatory Continuing Professional Development (MCPD)

### Eligible Activities Subject Matter Chart

*In each calendar year, lawyers are required to participate in one hour of eligible continuing professional development (CPD) activities for each month they are in active practice. If they are in active practice for three or more months in the calendar year, one and a half hours of the total eligible hours must relate to ethics, professional responsibility or practice management.*

*Eligible CPD activities must relate to substantive, procedural or practical aspects of law, including law office management.*

*This chart provides examples of eligible subject matter, but is not an exhaustive list.*

SUBSTANTIVE KNOWLEDGE & SKILLS	Ethics & Professionalism (EPPM Hours)	Practice & Risk Management (EPPM Hours)
<ul style="list-style-type: none"> <li>• Practice area knowledge (e.g., civil litigation, business law, tax law, etc.)</li> <li>• Substantive legal procedures (e.g., conveyancing, estate administration, rules of court, etc.)</li> <li>• Legal skills training (e.g., advocacy, legal drafting, legal research, legal writing, interviewing &amp; advising, collaborative law, e-discovery, using technology in court, etc.)</li> <li>• Generic skills training (e.g., negotiation, mediation, plain language writing, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Ethics (e.g., Code of Professional Conduct, integrity, trust conditions &amp; undertakings, conflict of interest, confidentiality, privilege, etc.)</li> <li>• Professionalism (e.g., civility, dealing with self-represented parties, dealing with the media, etc.)</li> <li>• Professional Responsibility (e.g., <i>The Legal Profession Act</i>, the Law Society Rules, trust accounting requirements &amp; procedures, client identification requirements, etc.)</li> <li>• The Legal Profession (history, current issues, future developments, equity &amp; diversity within the legal profession, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Client management (e.g., retainer agreements, managing client expectations, dealing with difficult people, cultural &amp; diversity education, etc.)</li> <li>• Time management skills</li> <li>• Communication skills</li> <li>• Project management, including limitations of actions</li> <li>• Technology proficiency</li> <li>• Office management skills (e.g., human resources, financial management, etc.)</li> <li>• Office systems infrastructure (e.g., technology, knowledge, document and records management &amp; retention, research tools, disaster plans, etc.)</li> <li>• Office governance</li> <li>• Office succession planning</li> <li>• Wellness in the legal profession (e.g., stress management, work-life balance, etc.)</li> <li>• Fraud against lawyers</li> <li>• Professional liability (e.g., how to avoid professional insurance claims, etc.)</li> </ul>