



NOVA SCOTIA BARRISTERS' SOCIETY

CONTINUING PROFESSIONAL DEVELOPMENT

The Society's CPD requirement consists of two components – a mandatory component and a recommended component – as described below.

MANDATORY COMPONENT

Members are required to complete 12 hours of CPD relevant to their practice of law, annually. The CPD must be delivered through an acceptable form of learning (see below), and include a minimum of 2 hours in each of three areas:

- **Substantive legal education and skills development**
- **Risk and practice management**
- **Professionalism**

The chart on the next page provides examples of topics covered in each of these three areas, but is not intended to be an exhaustive list.

How can you get your hours in these three areas?

The types of activities and means of learning that are acceptable include:

- Formal, in-person education courses and conferences
- Online courses, including self-study courses
- Webinars/ podcasts
- College, university or other educational institution programming, including distance education
- Teaching or presenting (if teaching is not a core function of your employment)
- Writing or editing a book, article or blog
- Study group of two or more people
- In-house educational sessions, such as Lunch & Law seminars (also available by teleconference) or roundtable discussions
- Educational component of Bar and law association meetings
- Participating in a relationship of practice advisor – advisee / mentor – mentee / principal or supervising lawyer (*to a maximum of 2 hours*)

RECOMMENDED COMPONENT

It is recommended that members participate in a further 50 hours of CPD annually, which may include both traditional CPD activities and self learning. In addition to the means of learning that are acceptable for your mandatory 12 hours of continuing professional development, the following forms of learning are also acceptable for your recommended 50 hours of CPD.

- Reading legal journals, texts, publications, and newsletters
- Reviewing online databases, listservs and other media, including blogs
- Participation in Bar and law association committees (NSBS, RELANS, LIANS, LISNS, CBA, NAWL, APTLA, Law Foundation of Nova Scotia, Law Reform Commission of Nova Scotia, etc.)

CPD REQUIREMENT CHART

*Lawyers are required to participate in a minimum of 12 hours of CPD annually.
From June 1, 2013, this must include a minimum of 2 hours of CPD in each of three areas.*

SUBSTANTIVE LEGAL EDUCATION AND SKILLS DEVELOPMENT	RISK AND PRACTICE MANAGEMENT	PROFESSIONALISM
<p>Courses and other acceptable forms of learning with respect to:</p> <p>practice area knowledge (civil litigation, commercial, family, employment, etc.)</p> <p>substantive legal procedures</p> <p>advocacy</p> <p>arbitration</p> <p>mediation</p> <p>negotiation</p> <p>drafting legal documents/contracts</p> <p>legal writing</p> <p>research</p> <p>practice technology, e.g.:</p> <ul style="list-style-type: none"> • e-discovery • client records management and retention • use of technology in the courtroom • converting Electronically Stored Information into evidence 	<p>Courses and other acceptable forms of learning with respect to:</p> <p>client management</p> <p>wellness in the legal practice (stress management, work-life balance, etc.)</p> <p>time management</p> <p>administrative technology (firm record retention, etc.)</p> <p>document management</p> <p>knowledge management</p> <p>communications</p> <p>office organization</p> <p>firm governance</p> <p>disaster planning</p> <p>pandemic planning</p> <p>human resources</p> <p>financial management (retainers, billing practices, etc.)</p> <p>fraud</p> <p>limitation periods</p> <p>Client ID Regulations</p> <p>Trust Account Regulations</p> <p>conflicts of interest</p> <p>client relations</p> <p>practice finances</p> <p>legal research methodology</p>	<p>Courses and other acceptable forms of learning with respect to:</p> <p>professional responsibility</p> <p style="padding-left: 40px;">ethics</p> <p>civility</p> <p>codes of conduct</p> <p>cultural competence</p> <ul style="list-style-type: none"> • understanding cultural differences and similarities • understanding social and cultural realities • cultivating appropriate attitudes toward cultural differences • developing the ability to generate and interpret a variety of verbal and non-verbal responses <p>Equity education and diversity training, which can include, but is not limited to, such topics as:</p> <ul style="list-style-type: none"> • the African Nova Scotian experience • Aboriginal Peoples and the law • a history of sexual orientation and gender identity and the law in Canada • immigrants and human rights • immigrants and justice • the psychology of culture shock • language, culture and identity, an intercultural approach to community capacity building • mental health in the workplace • disability law in Canada

The topics listed above are not intended to be an exhaustive list of accepted CPD activities in each area