**CONTINUING PROFESSIONAL DEVELOPMENT (CPD) - AUDIT FORM**

**Your claim for CPD credit has been selected for audit**. Please provide the information requested below, **without** supporting documentation, by e-mail ***within 2 weeks from the date of receipt of your Notice of CPD Audit***, to our office, at [lawsociety@lspei.pe.ca](mailto:lawsociety@lspei.pe.ca). Following the review of the information provided, documentation in support of the claimed CPD credit *may* be requested and should be retained.

In providing the information in support of your claimed CPD credits please recall that the Mandatory CPD Policy provides, in part, as follows:

* The purpose of mandatory continuing professional development (“CPD”) is to ensure that members of the Law Society of Prince Edward Island meet and maintain high standards of competency by undertaking professional development throughout their careers.
* The minimum CPD Requirement is the completion of **twenty-four (24) hours** of CPD Activities in the two-year term, July 1, 2022 – June 30, 2024.
* No fewer than four (4) hours of the required twenty-four (24) hours must pertain primarily to any one or any combination of the following *CPD topics*:

|  |  |  |
| --- | --- | --- |
| **(A) Professional Responsibility** |  | **(E) Ethics** |
| **(B) Practice Standards** |  | **(F) The Code of Professional Conduct** |
| **(C) Conflicts of Interest** |  | **(G) Rules of the Law Society** |
| **(D) Client Relations** |  | **(H) Practice Management** |

* CPD activities per the policy include Courses & Professional Development sessions, teaching, study groups, written submissions for law books etc., self-study up to four (4) hours per cycle, and other activities as approved by the Secretary Treasurer.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description of CPD Activity**  **(i.e. Professional Development sessions, Courses – specify whether virtual or in person, Teaching, Self-study, etc.)** | **Provider of Activity** | **Date Completed** | **Hours Attended** | **Credit Hours Sought** | **Credit granted by another Law Society? If yes, # of hours.** | **Select**  **CPD topic**  **from above**  **(A-H)** |
|  |  | Date | hrs. | hrs. | hrs. |  |
|  |  | Date | hrs. | hrs. | hrs. |  |
|  |  | Date | hrs. | hrs. | hrs. |  |
|  |  | Date | hrs. | hrs. | hrs. |  |
|  |  | Date | hrs. | hrs. | hrs. |  |
|  |  | Date | hrs. | hrs. | hrs. |  |
|  |  | Date | hrs. | hrs. | hrs. |  |
|  |  | Date | hrs. | hrs. | hrs. |  |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a practicing member of the Law Society of PEI, confirm that the information provided above is accurate and that I have supporting documentation, available on request, for the information provided.

Signed and dated this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2024.

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