

Reporting your CPD Activities to the LSUC

Here is a summary of how to report your CPD activities:

1. Sign in on the member portal at <https://portal.lsuc.on.ca> (You must have registered for the portal ahead of time)
2. Select the CPD tab on the upper right.
3. Select “**Update My CPD Program**” on left hand bar.
4. If the program contains professionalism content and has been accredited by the Law Society select: **Professionalism Program / Content**. Proceed to # 6 below.
5. If the program contains no professionalism content and you are claiming credit toward your 9 hours of non-accredited CPD select **Substantive Program / Content**. Proceed to # 7 below.
6. **If accredited (#4 above)** -- Search by **program date** or a word from the title, select the program, click submit
7. **If non-accredited (#5 above)**-- Enter the program information (program name, provider, location, date, hours and area of law) and click submit
8. If you are entering hours for **teaching or mentoring or articling principles**, then go to “**Update My CPD - Activity**”
9. Select activity type from the scroll down list
10. Enter start date, end date and number of substantive hours and click submit