THE LAW SOCIETY OF HONG KONG 香港律師會

Course by Course Provider Submission

User Guide

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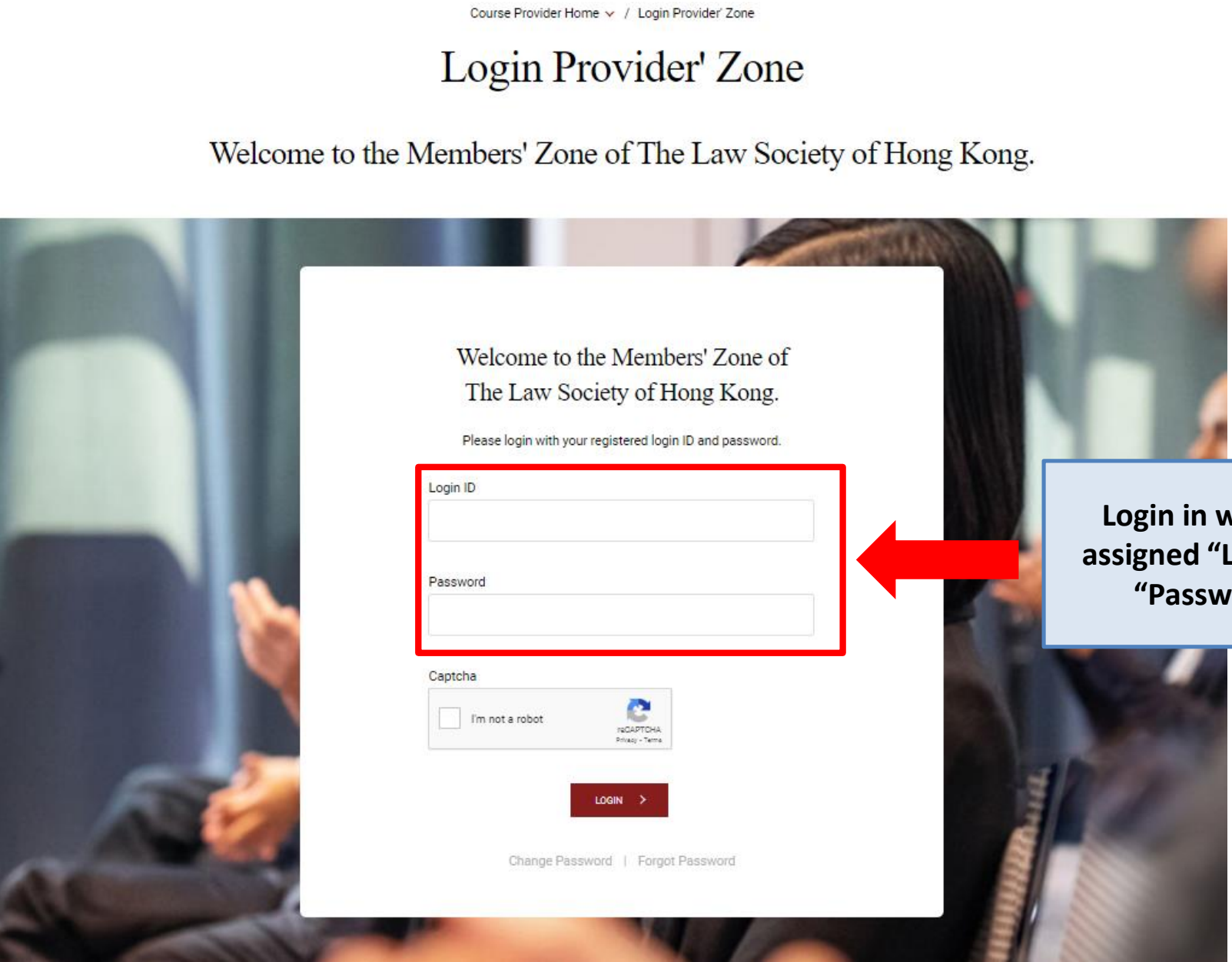
Login Providers' Zone

Click "LOGIN" to go to the Providers' Zone page.

https://www.hklawsoc.org.hk/en/course-provider/

Login Providers' Zone

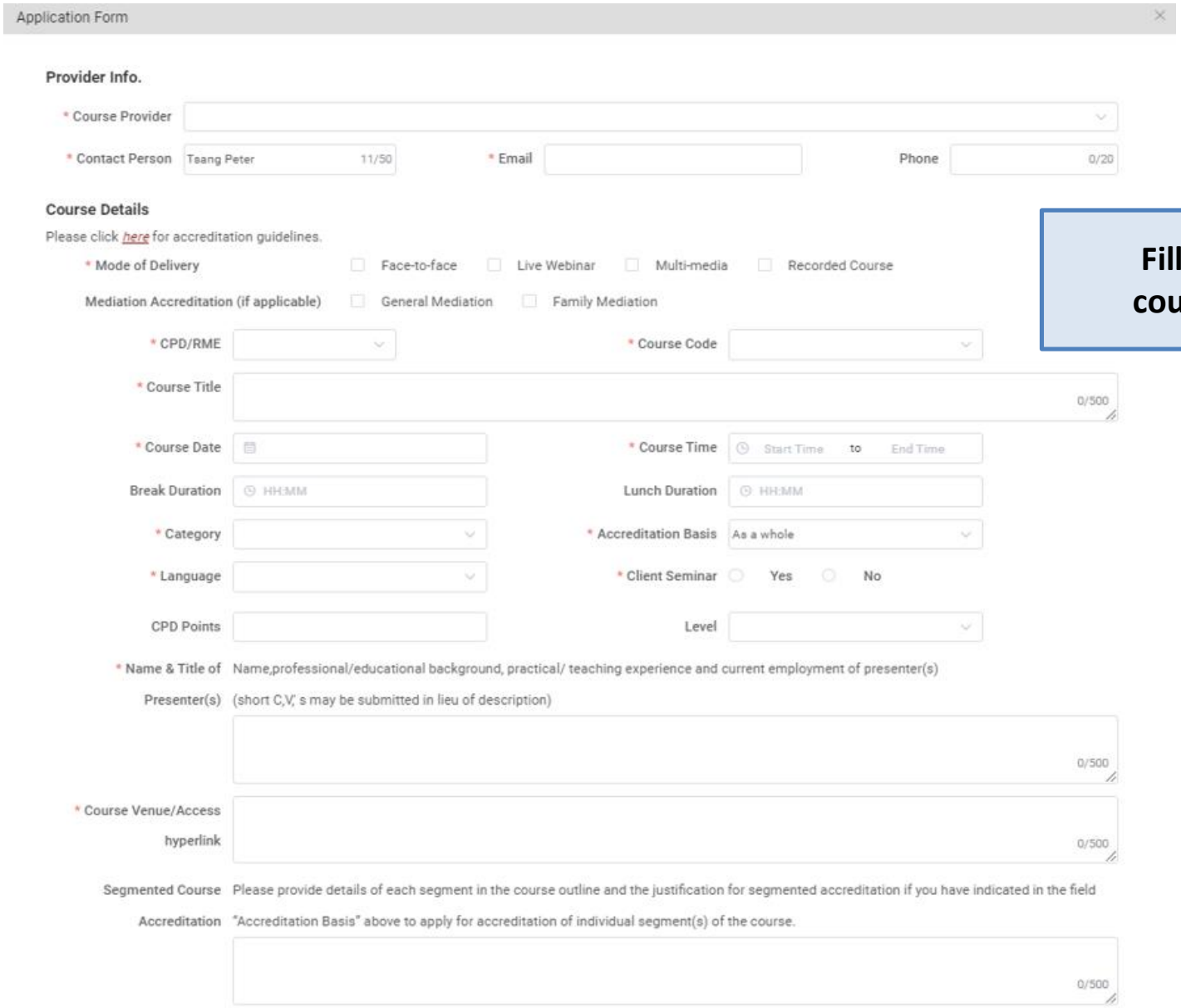


Login in with the assigned "Login ID", "Password".

Course by Course Provider Submission

Application Form

Application Form (cont'd)


Application Form

Provider Info.

* Course Provider
* Contact Person — Tsang Peter 11/50
* Email
Phone 0/20

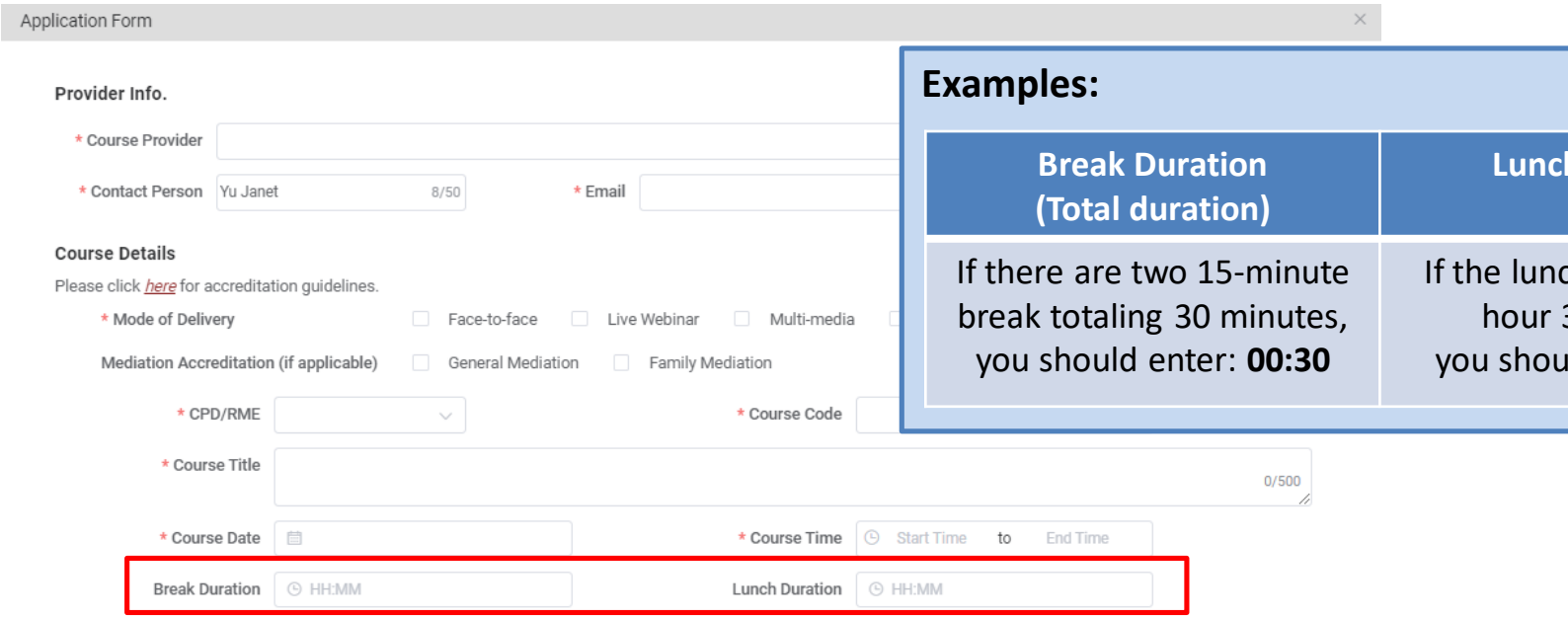
Course Details

Please click here for accreditation guidelines.

* Mode of Delivery — Face-to-face | Live Webinar | Multi-media | Recorded Course
Mediation Accreditation (if applicable) — General Mediation | Family Mediation
* CPD/RME
* Course Code
* Course Title 0/500
* Course Date
* Course Time — Start Time to End Time
Break Duration — HH:MM
Lunch Duration — HH:MM
* Category
* Accreditation Basis — As a whole
* Language
* Client Seminar — Yes | No
CPD Points
Level
* Name & Title of Presenter(s) — Name,professional/educational background, practical/ teaching experience and current employment of presenter(s) (short C,V, s may be submitted in lieu of description) 0/500
* Course Venue/Access hyperlink 0/500
Segmented Course Accreditation — Please provide details of each segment in the course outline and the justification for segmented accreditation if you have indicated in the field "Accreditation Basis" above to apply for accreditation of individual segment(s) of the course. 0/500

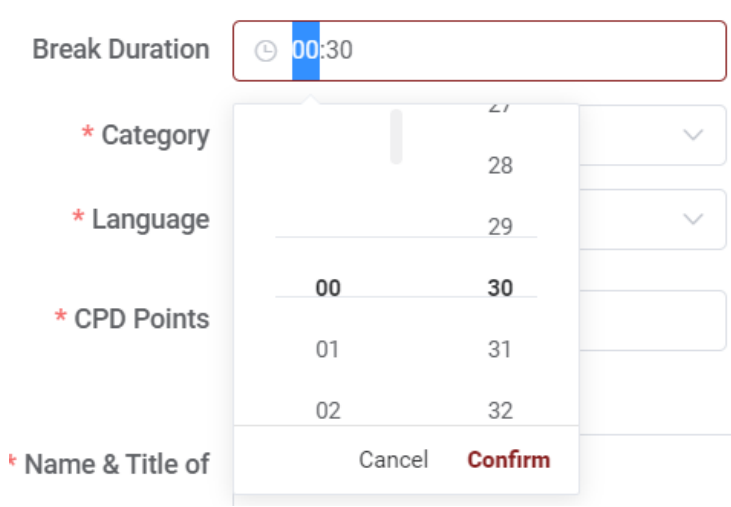
Fill in the requisite course information.

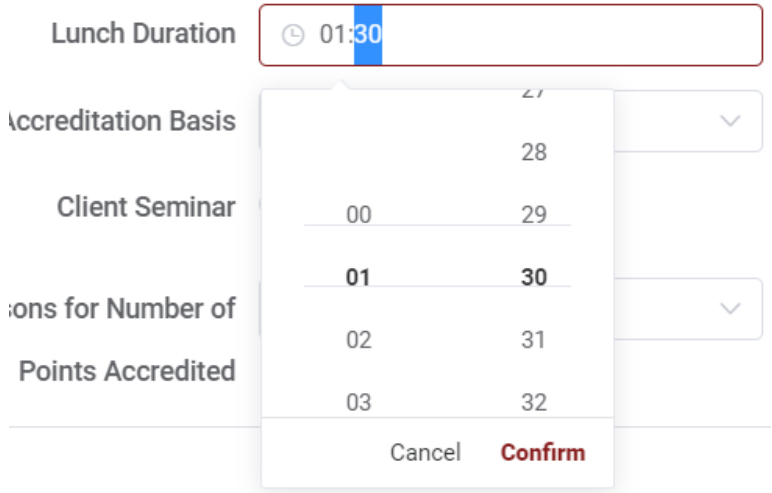
Application Form - Break and Lunch Duration



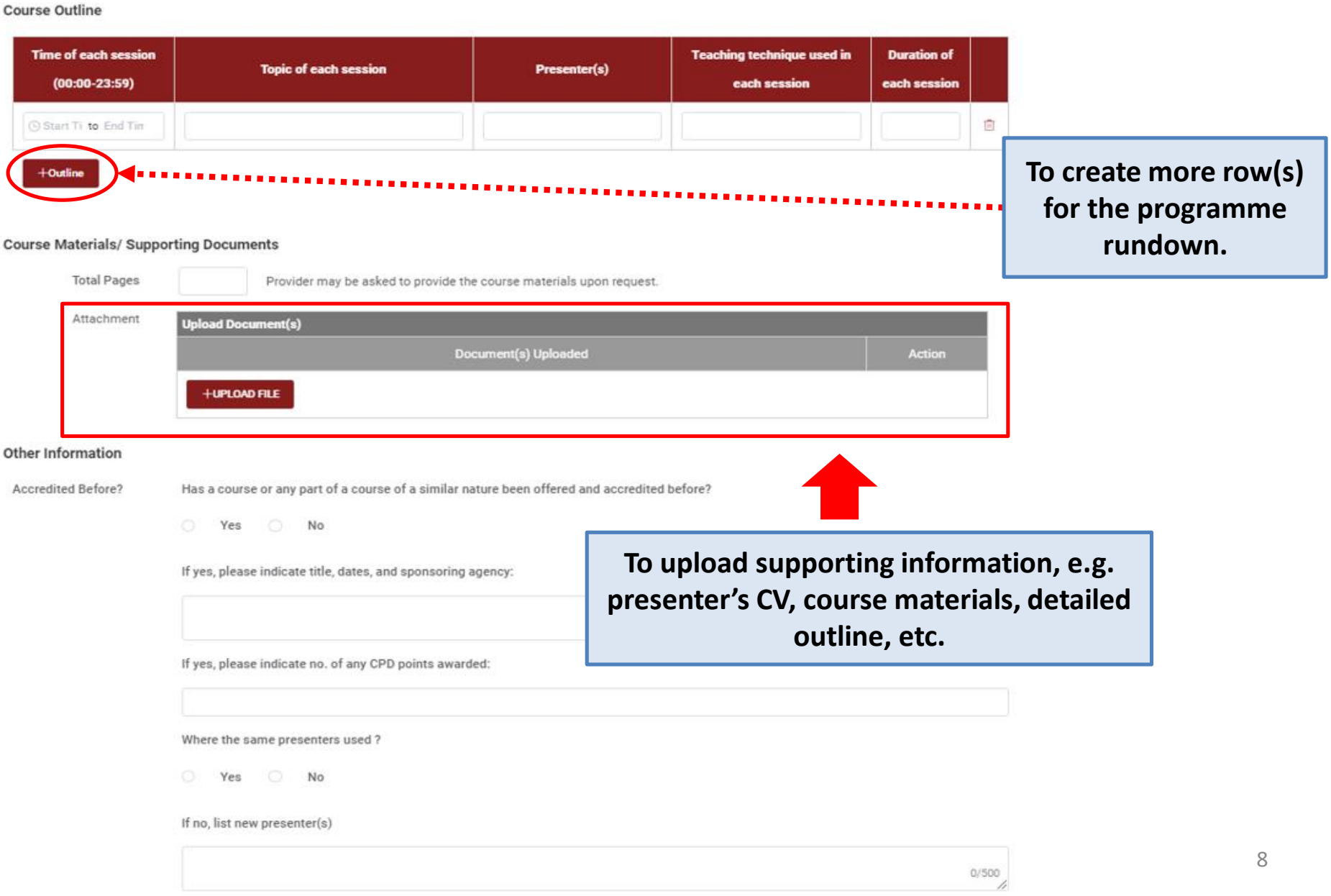
Examples:

Break Duration (Total duration)	Lunch Duration
If there are two 15-minute break totaling 30 minutes, you should enter: **00:30**	If the lunch will last for 1 hour 30 minutes, you should enter: **01:30**

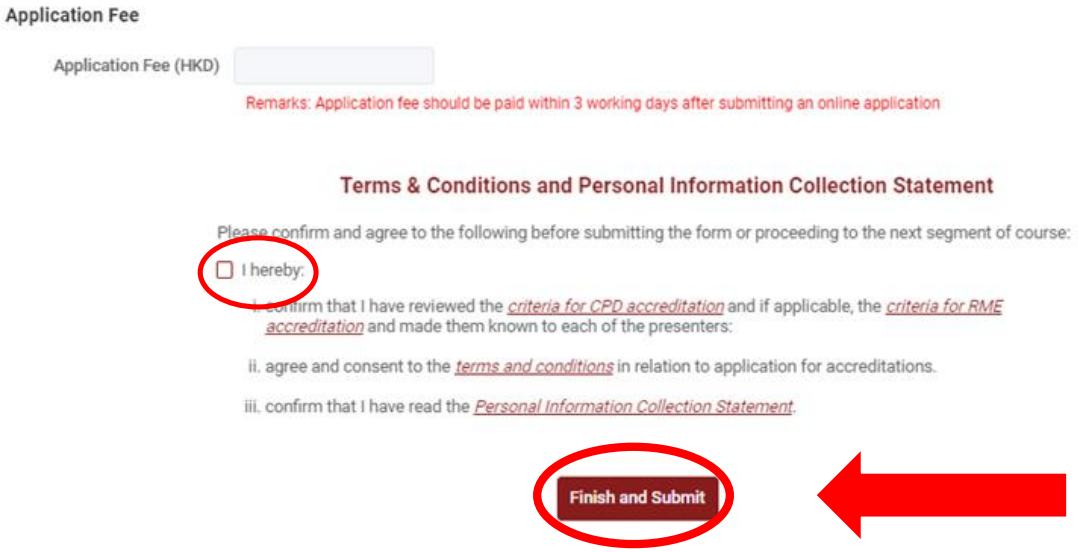




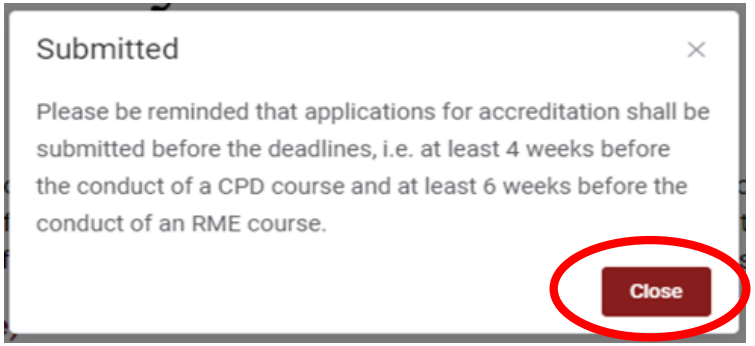
Application Form (cont'd)



Application Form (cont'd)



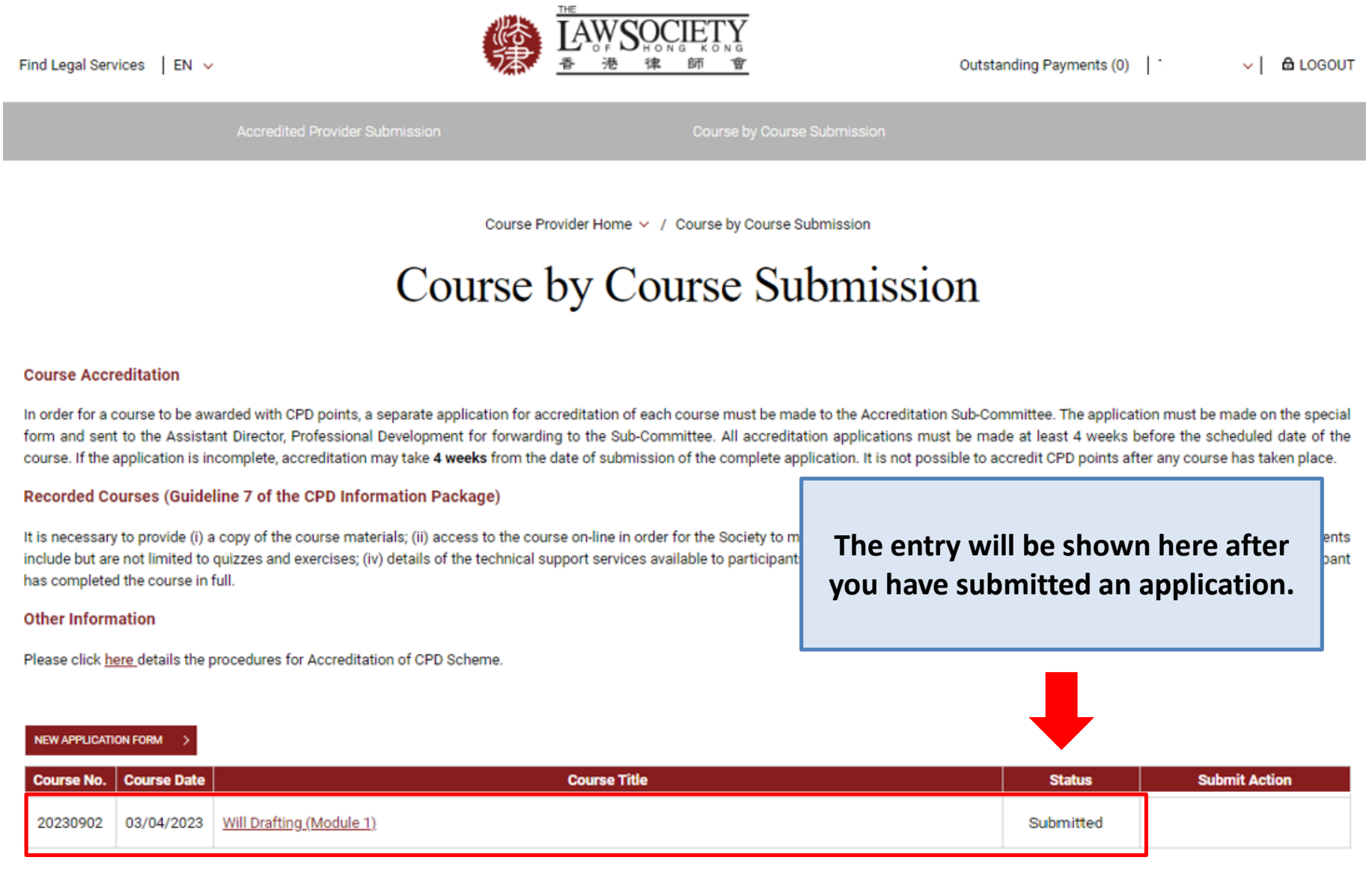
Read and agree to the "Terms & Conditions and Personal Information Collection Statement".



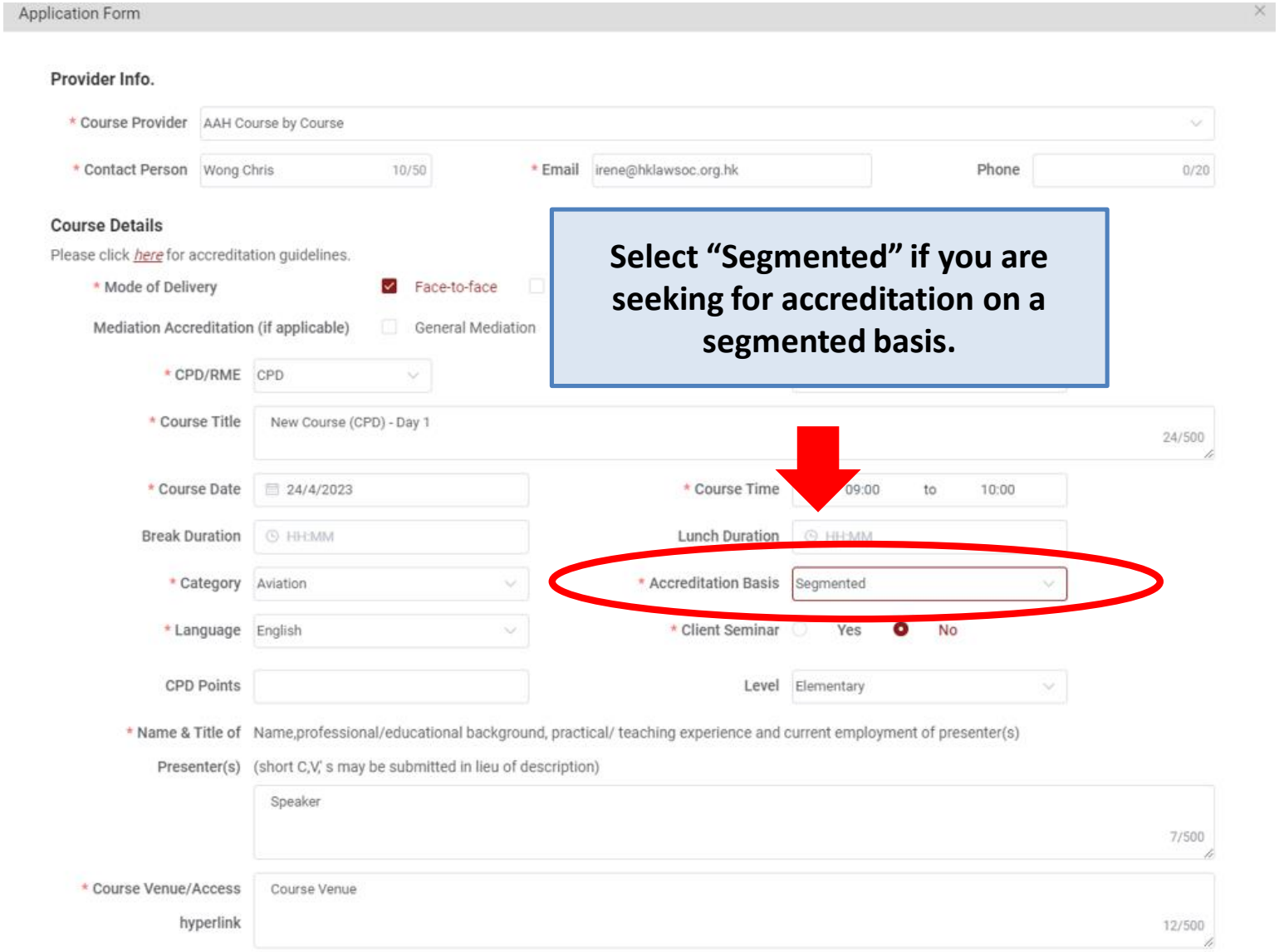
Read the reminder and click "Close". You will be directed to the "Payment" page.

Please refer to page 17 of this user guide for the steps to make payment of application fee.

Application Form (cont'd)



Application Form - Segmented Course [Step 1]



Select "Segmented" if you are seeking for accreditation on a segmented basis.

Application Form - Segmented Course [Step 2]

Segmented Course Accreditation: Please provide details of each segment in the course outline and the justification for segmented accreditation if you have indicated in the field "Accreditation Basis" above to apply for accreditation of individual segment(s) of the course.

0/500

Course Outline

Time of each session (00:00-23:59)	Topic of each session	Presenter(s)	Teaching technique used in each session	Duration of each session	
Start Ti to End Tir					

+Outline

Course Materials/ Supporting Documents

Total Pages: Provider may be asked to provide the course materials upon request.

Attachment

Upload Document(s)	
Document(s) Uploaded	Action

+UPLOAD FILE

Other Information

Accredited Before? Has a course or any part of a course of a similar nature been offered and accredited before?

Yes No

If yes, please indicate title, dates, and sponsoring agency:

0/500

If yes, please indicate no. of any CPD points awarded:

Where the same presenters used ?

Yes No

If no, list new presenter(s)

Participants

* Estimated No. Registration Fee (HKD)

* Audience Description

Application Fee

Application Fee (HKD) 0

Remarks: Application fee should be paid within 3 working days after submitting an online application

Terms & Conditions and Personal Information Collection Statement

Please confirm and agree to the following before submitting the form or proceeding to the next segment of course:

☐ I hereby:

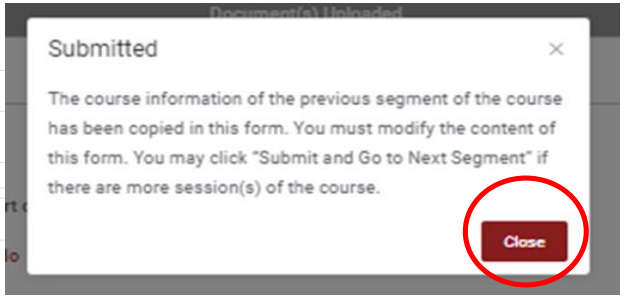
i. confirm that I have reviewed the *criteria for CPD accreditation* and if applicable, the *criteria for RME accreditation* and made them known to each of the presenters;

ii. agree and consent to the *terms and conditions* in relation to application for accreditations.

iii. confirm that I have read the *Personal Information Collection Statement*.

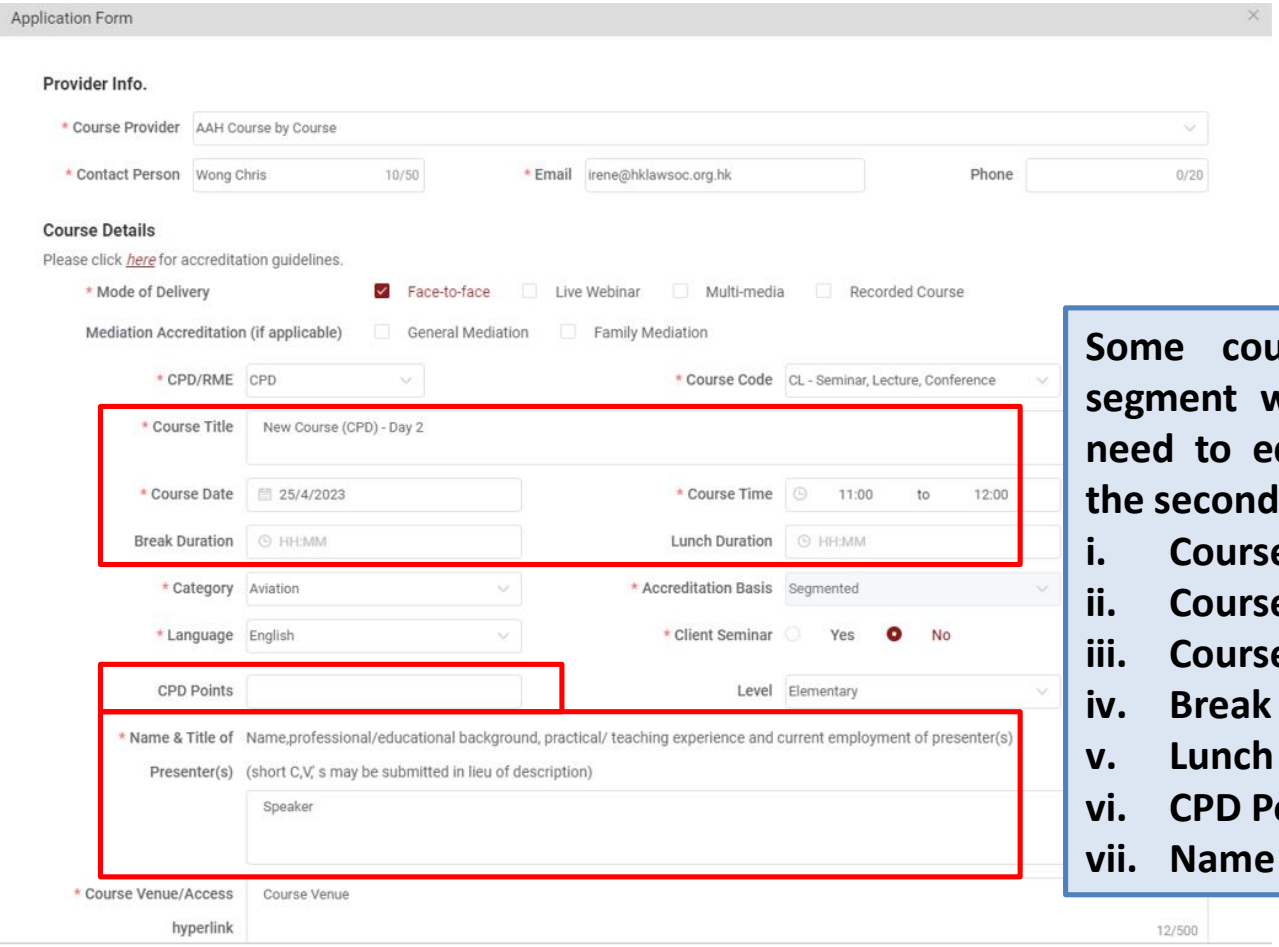
Finish Last Segment and Submit | Submit and Go to next Segment

Complete the requisite course information for the first segment. Then click "Submit and Go to next Segment" to proceed to the next segment.



Read the reminder and click "Close". A new form for the second segment will be created.

Application Form - Segmented Course [Step 3]

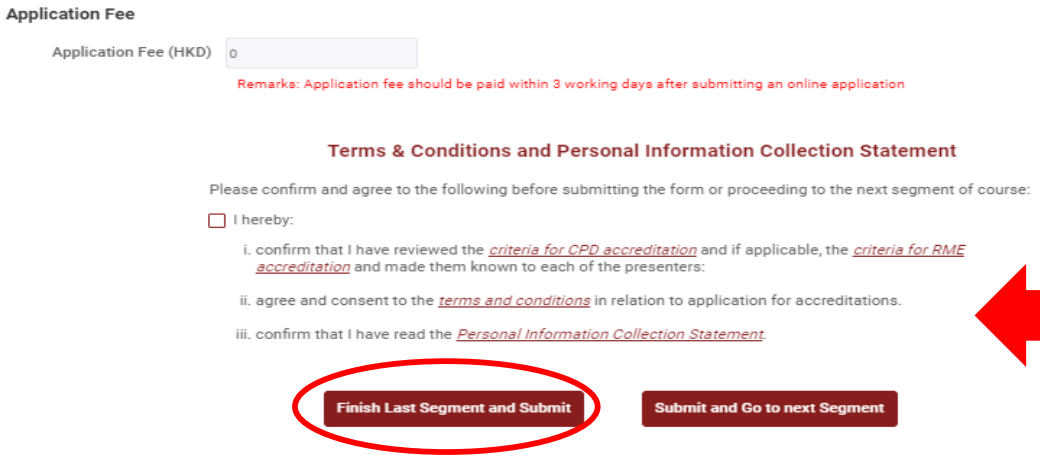


Some course information on the first segment will be copied in here. You may need to edit the pre-filled information for the second segment:

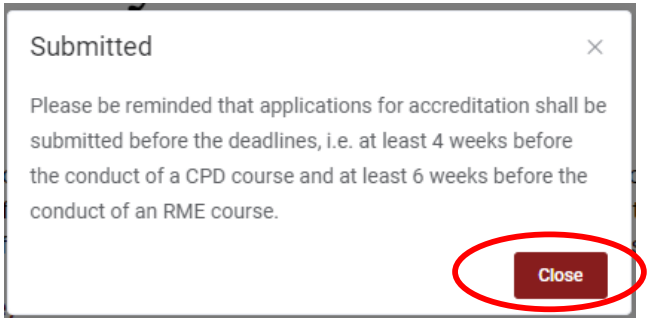
i. **Course Title *(e.g. xxx - Day 2)***
ii. **Course Date**
iii. **Course Time**
iv. **Break Duration**
v. **Lunch Duration**
vi. **CPD Points**
vii. **Name & Title of Presenter(s)**

Please repeat Steps 2 and 3 if you have further segment(s).

Application Form - Segmented Course [Step 4]



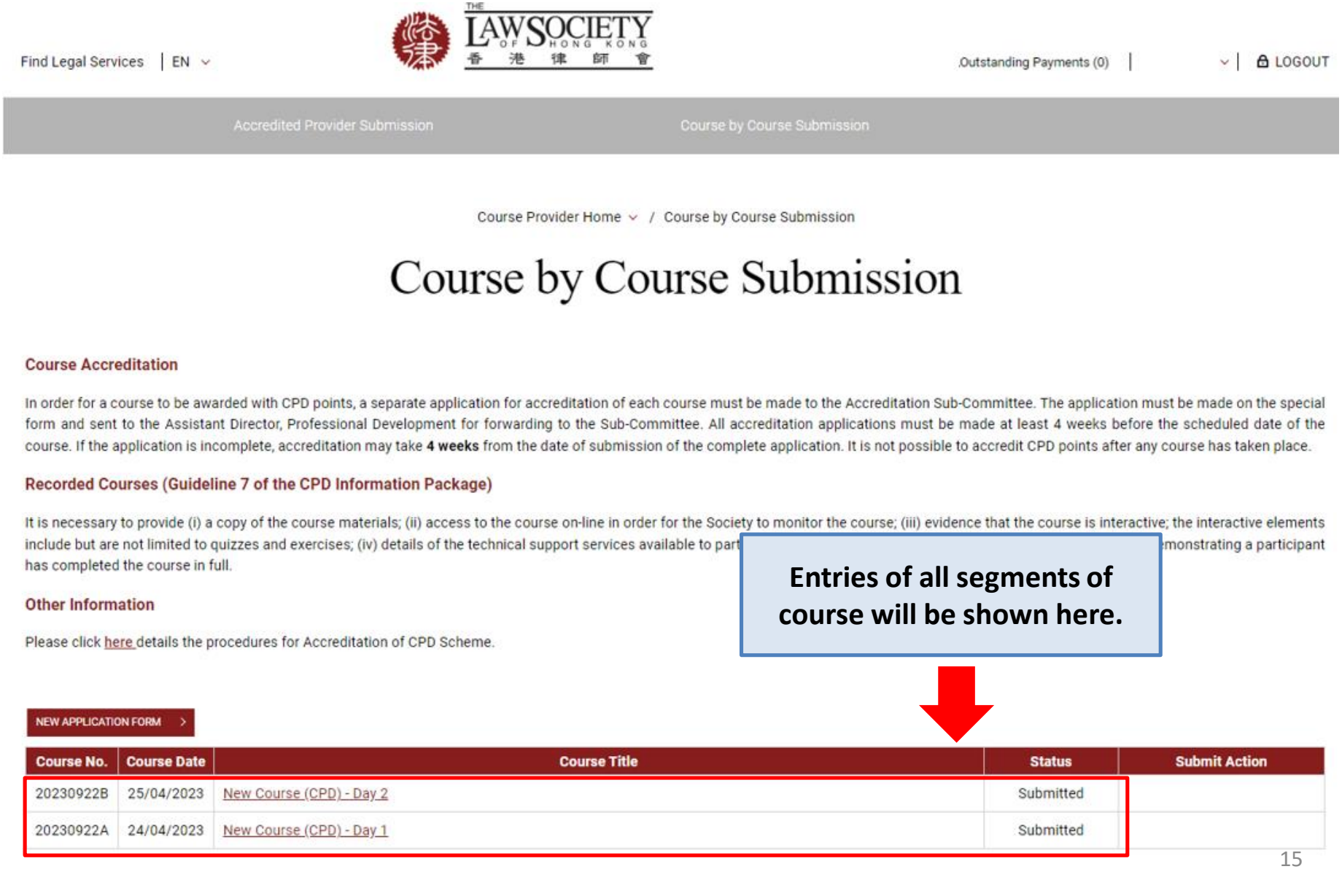
Click "Finish Last Segment and Submit" after you have completed the information for the last segment of the course.



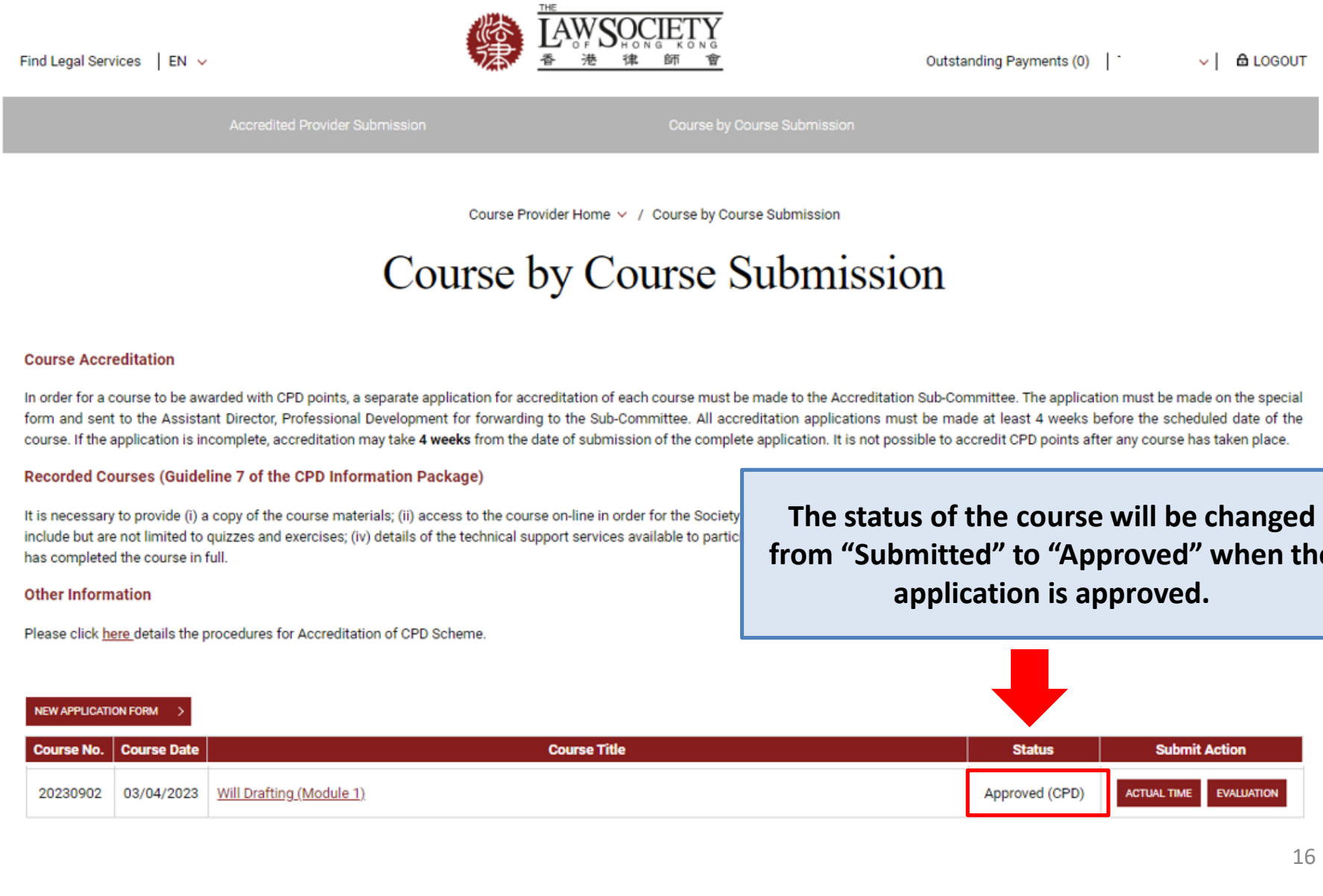
A pop-up message will appear. You will be directed to the "Payment" page after you close the message.

Please refer to page 17 of this user guide for the steps to make payment of application fee.

Application Form - Segmented Course [Step 5]



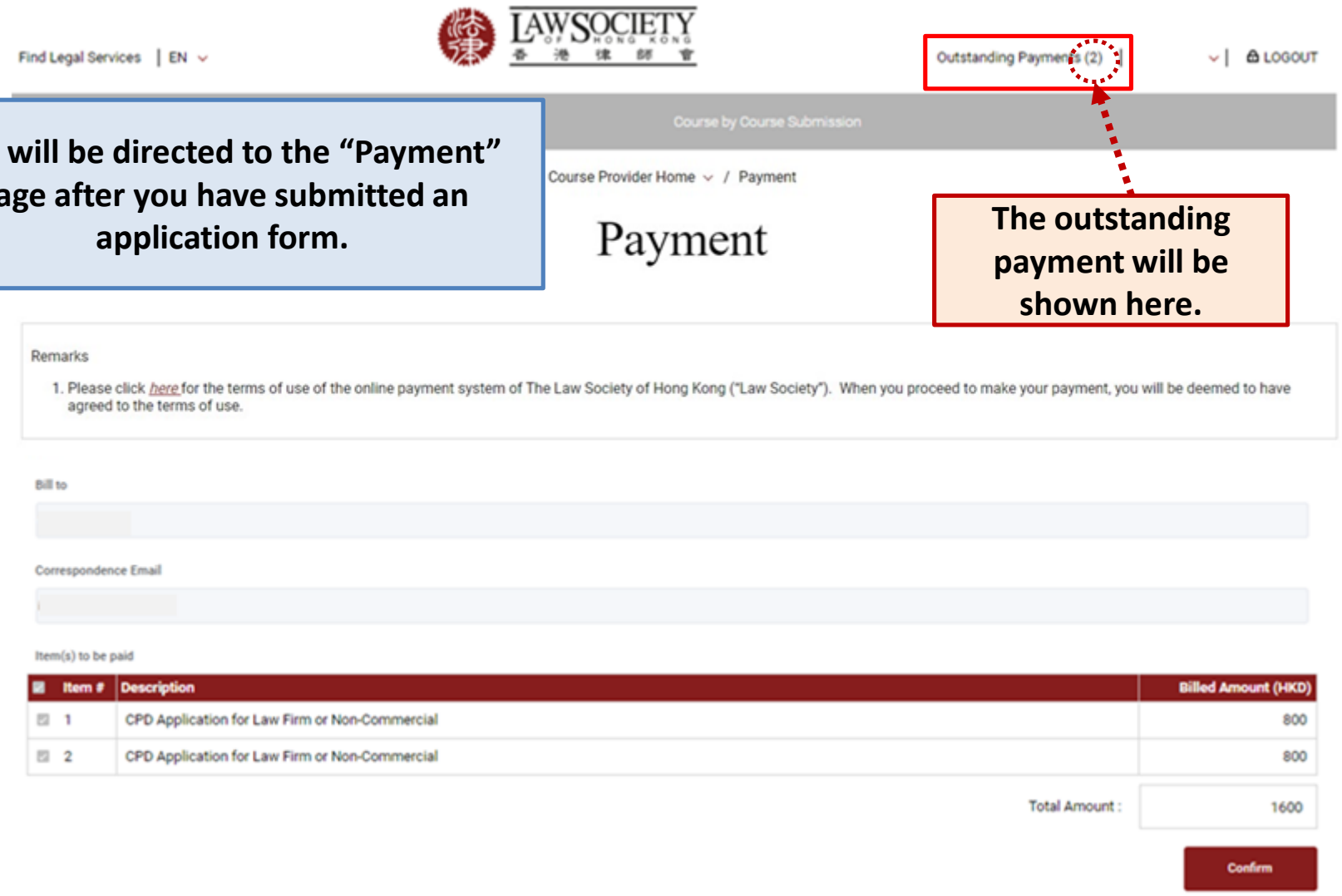
Application Form (cont'd)



The status of the course will be changed from "Submitted" to "Approved" when the application is approved.

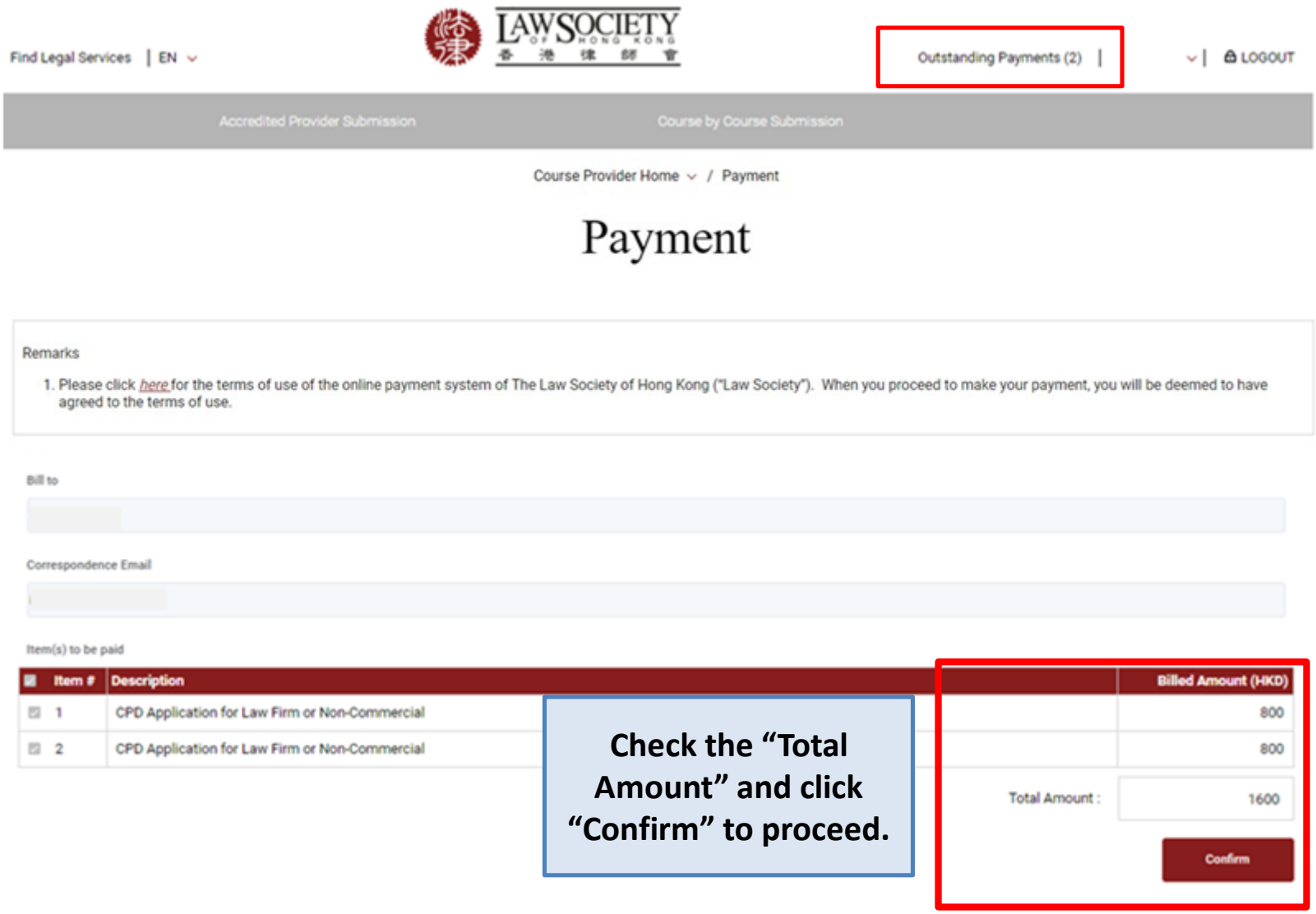
Payment

You will be directed to the “Payment” page after you have submitted an application form.



The outstanding payment will be shown here.

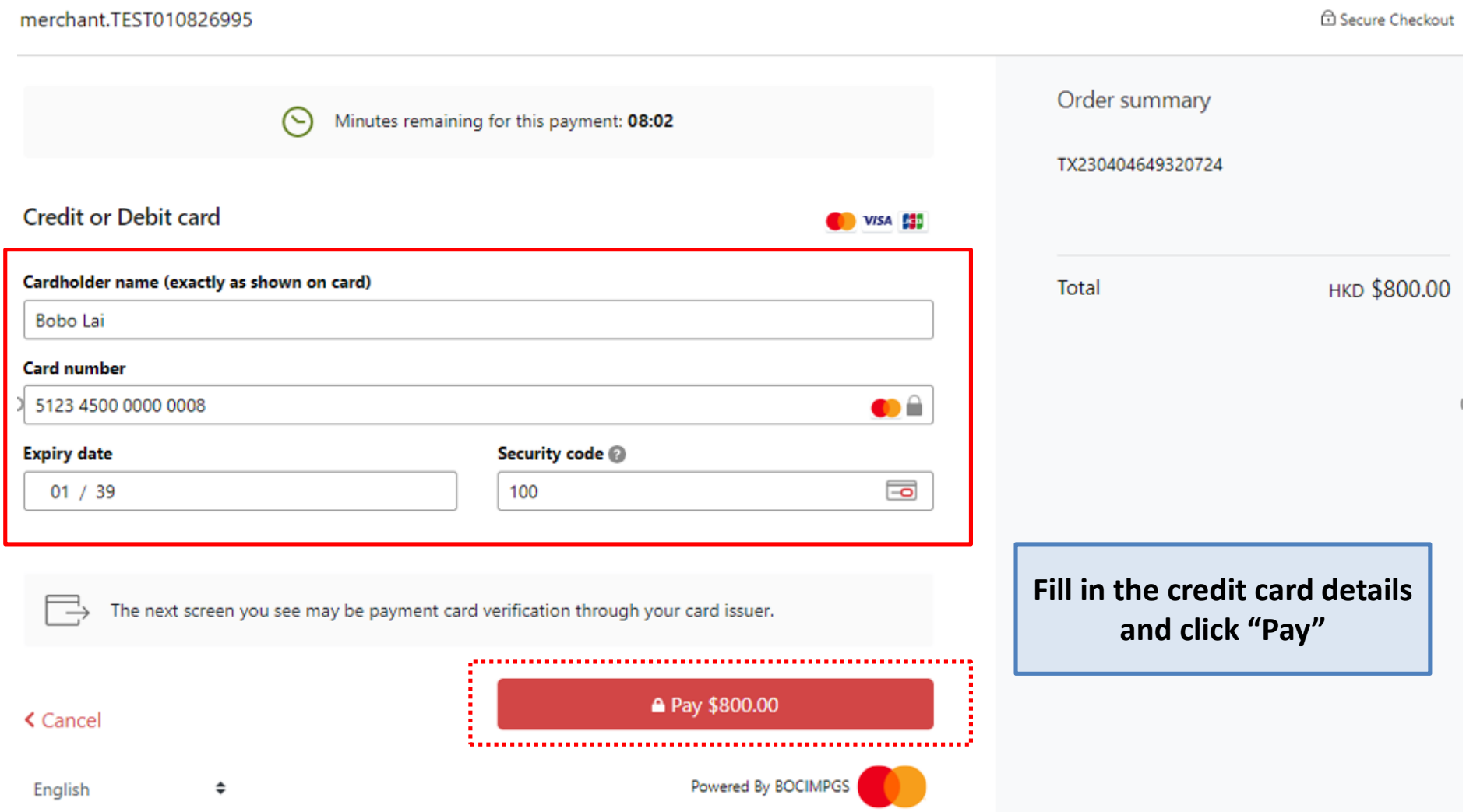
A. Online Payment (Credit Card) [Step 1]



Check the "Total Amount" and click "Confirm" to proceed.

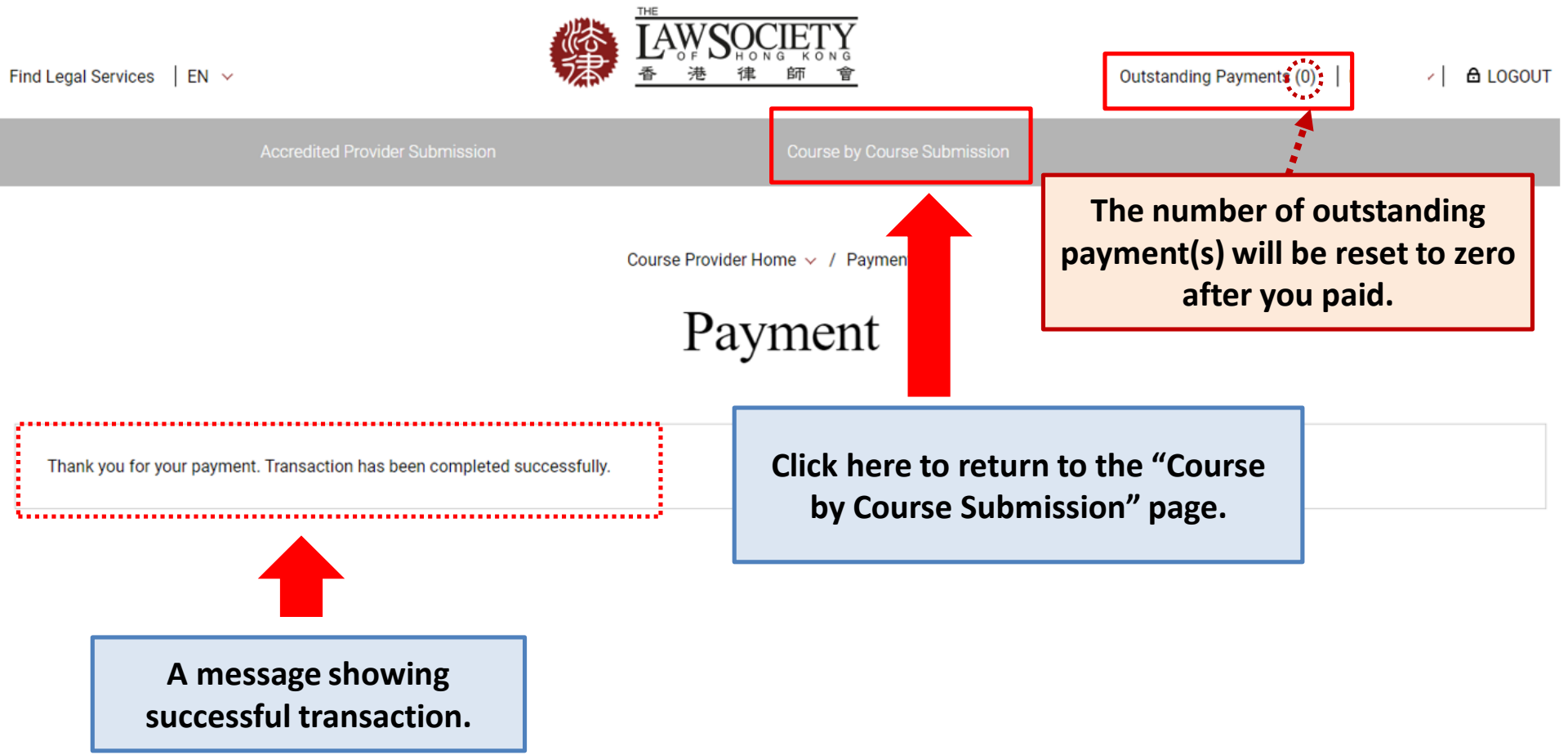
A. Online Payment (Credit Card) [Step 2]

A. Online Payment (Credit Card) [Step 3]

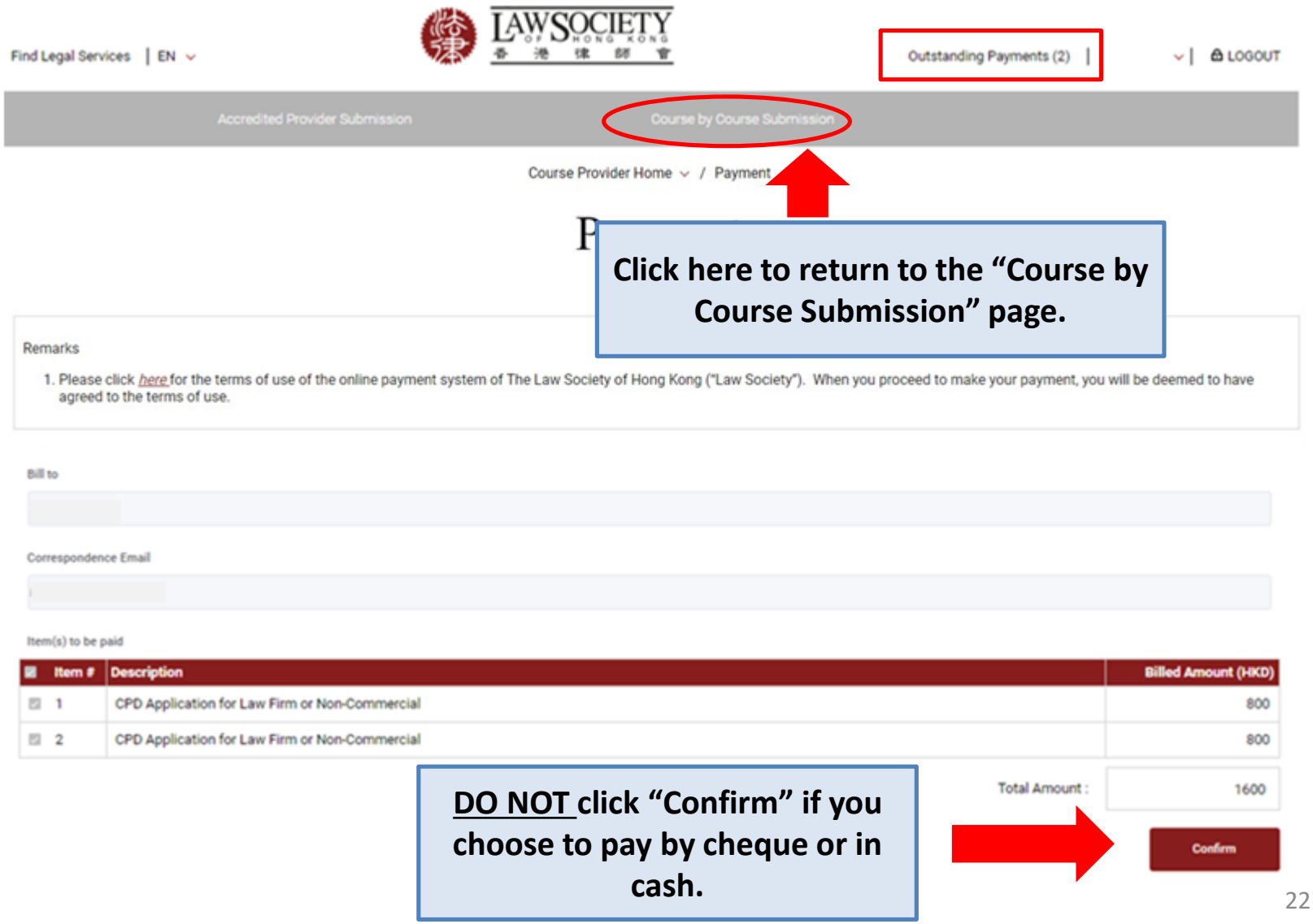


Fill in the credit card details and click “Pay”

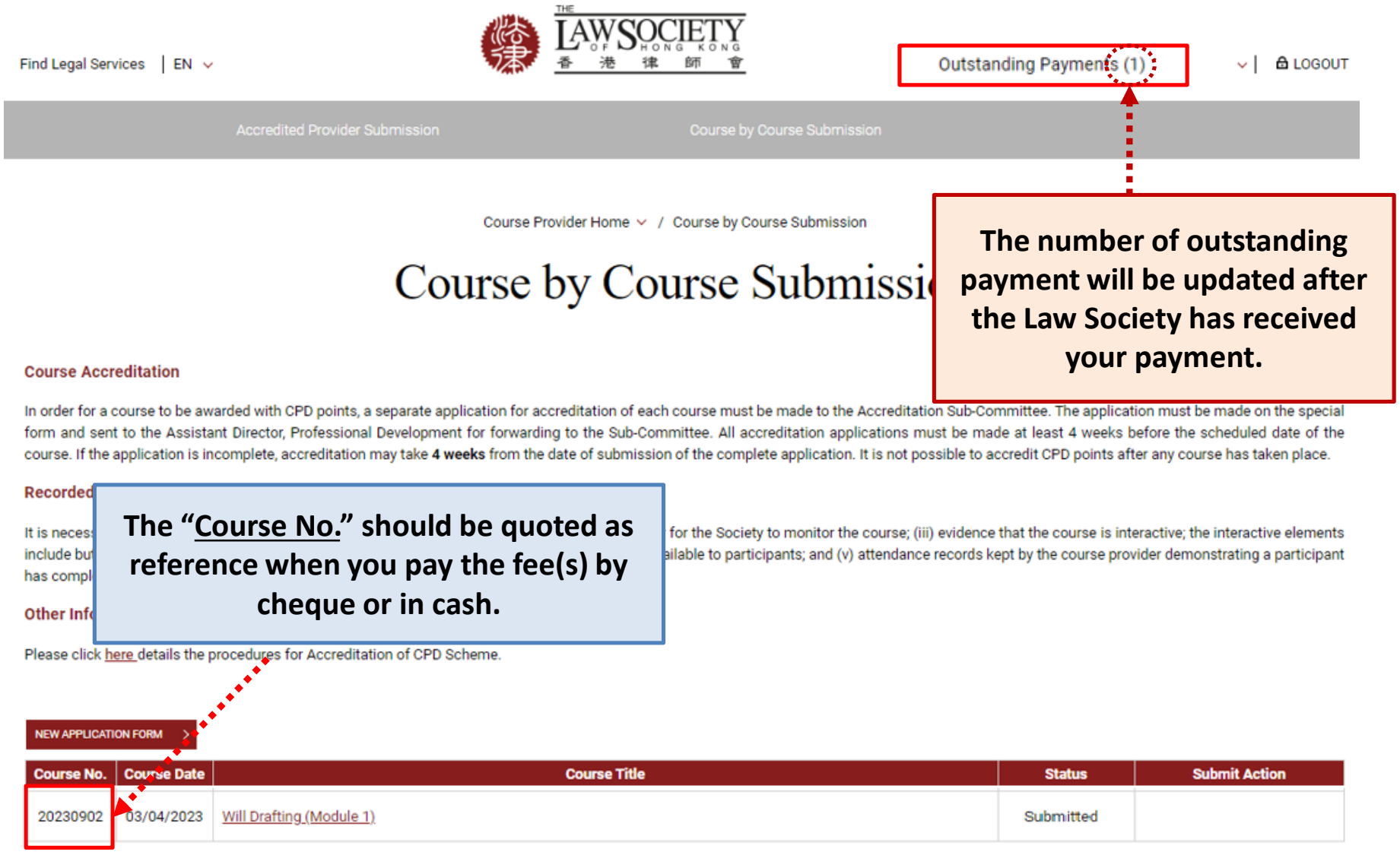
A. Online Payment (Credit Card) [Step 4]



B. Offline Payment (Cash/Cheque)



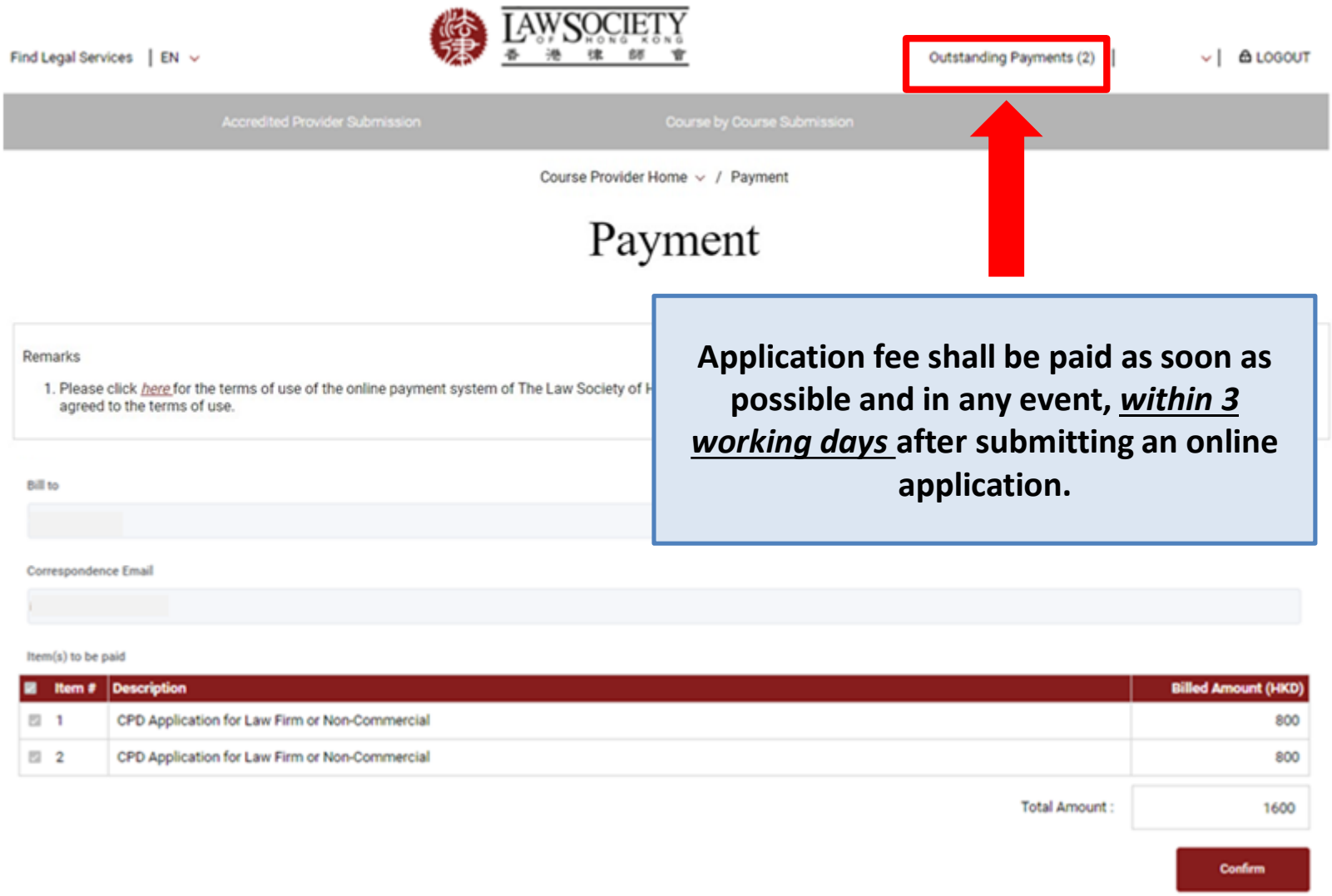
B. Offline Payment (Cash/Cheque)



The number of outstanding payment will be updated after the Law Society has received your payment.

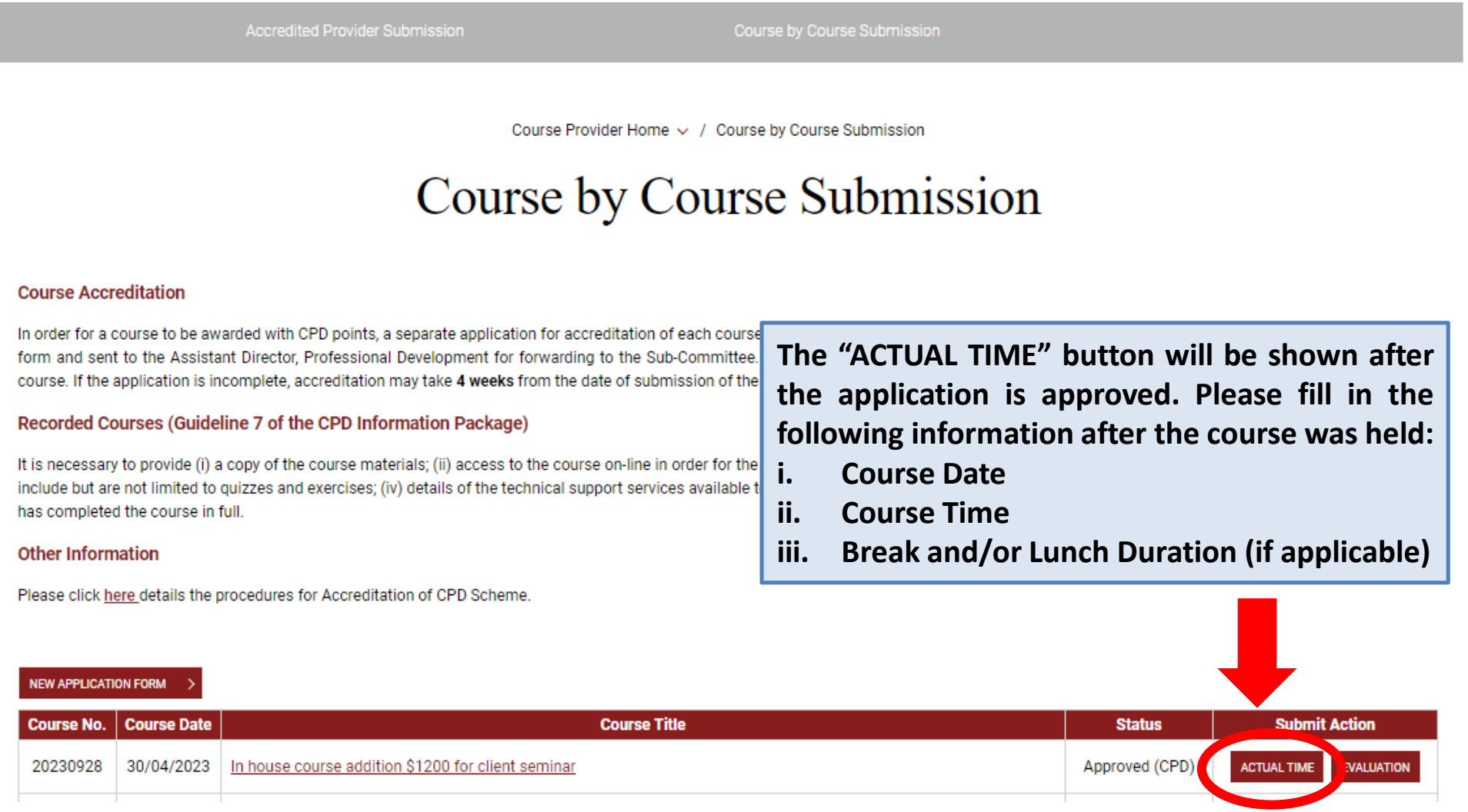
The "Course No." should be quoted as reference when you pay the fee(s) by cheque or in cash.

Payment - Outstanding payment



Application fee shall be paid as soon as possible and in any event, ***within 3 working days* after submitting an online application.**

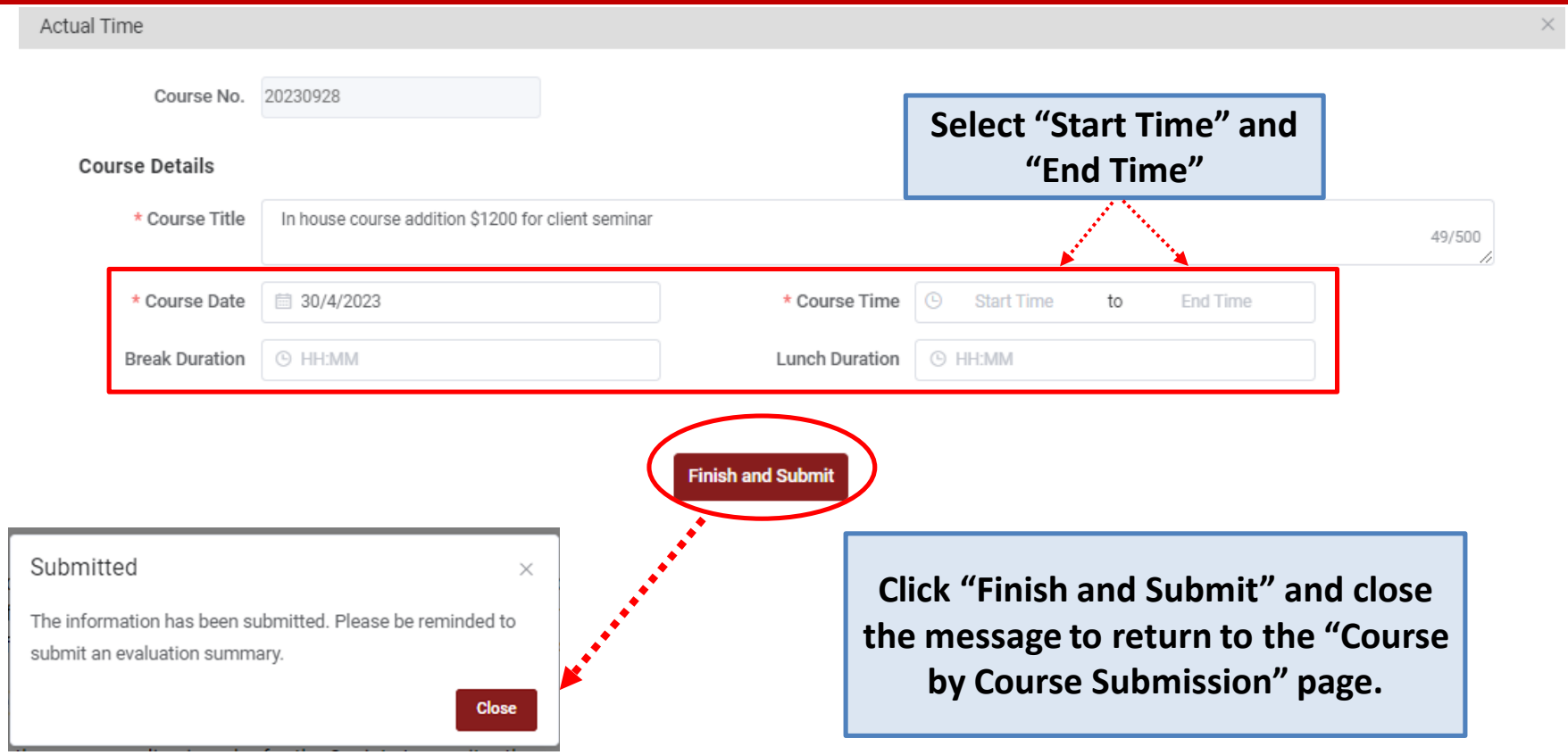
Actual Time



The "ACTUAL TIME" button will be shown after the application is approved. Please fill in the following information after the course was held:

i. **Course Date**
ii. **Course Time**
iii. **Break and/or Lunch Duration (if applicable)**

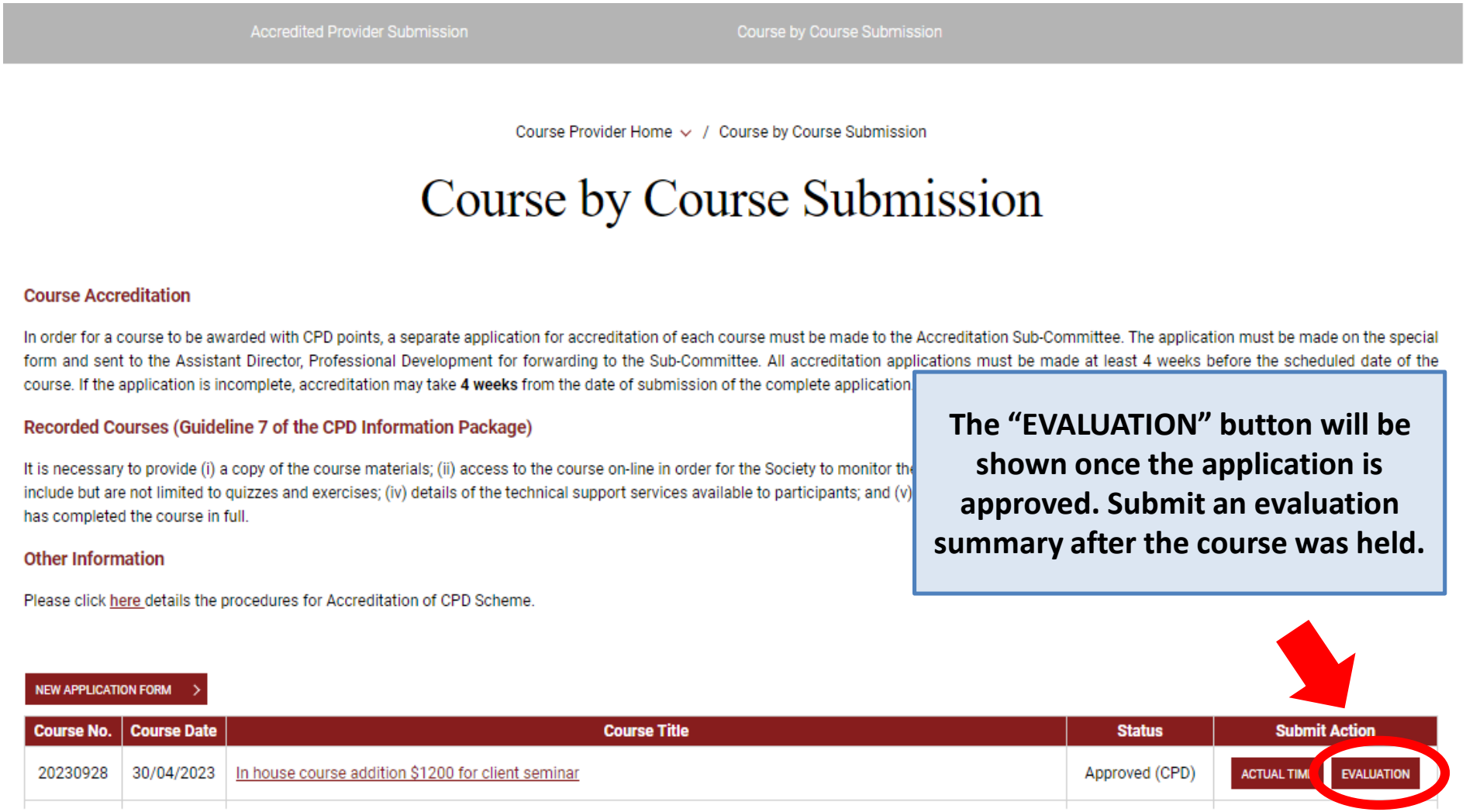
Actual Time (cont'd)



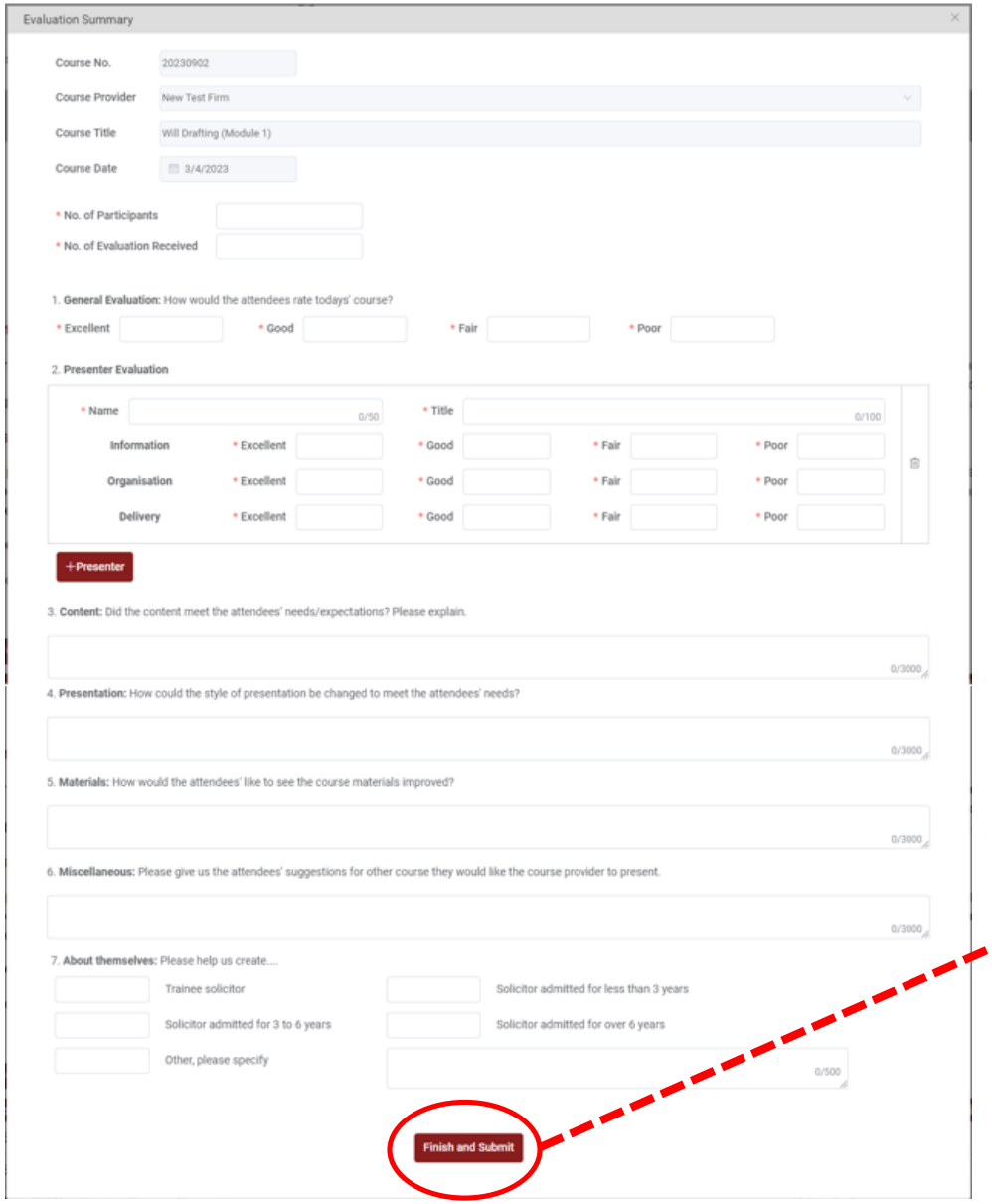
Remark: The information on "Course Date" is copied from the Application Form submitted by the provider. If the course was eventually held on a day which is different from the date indicated in the application form, please enter the actual course date in this form.

Please note that all changes to the information provided in an application form shall be notified to the Law Society as soon as the changes are made and in any event prior to the commencement of the course.

Evaluation Form

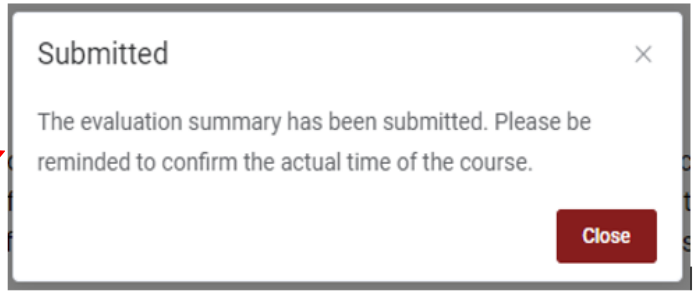


Evaluation Form (cont'd)

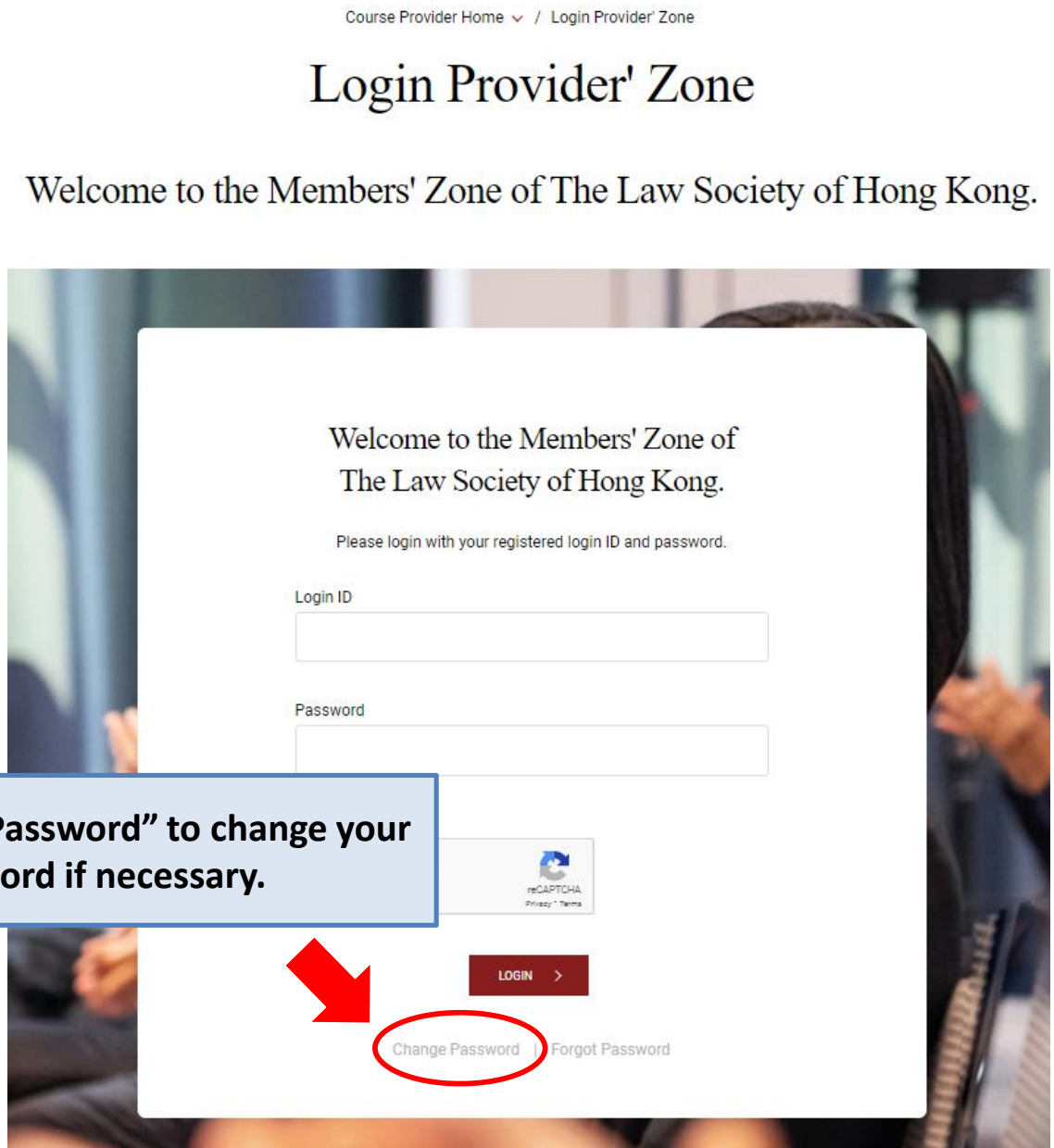


Complete the evaluation form.

Click "Finish and Submit" and close the message to return to the "Course by Course Submission" page.

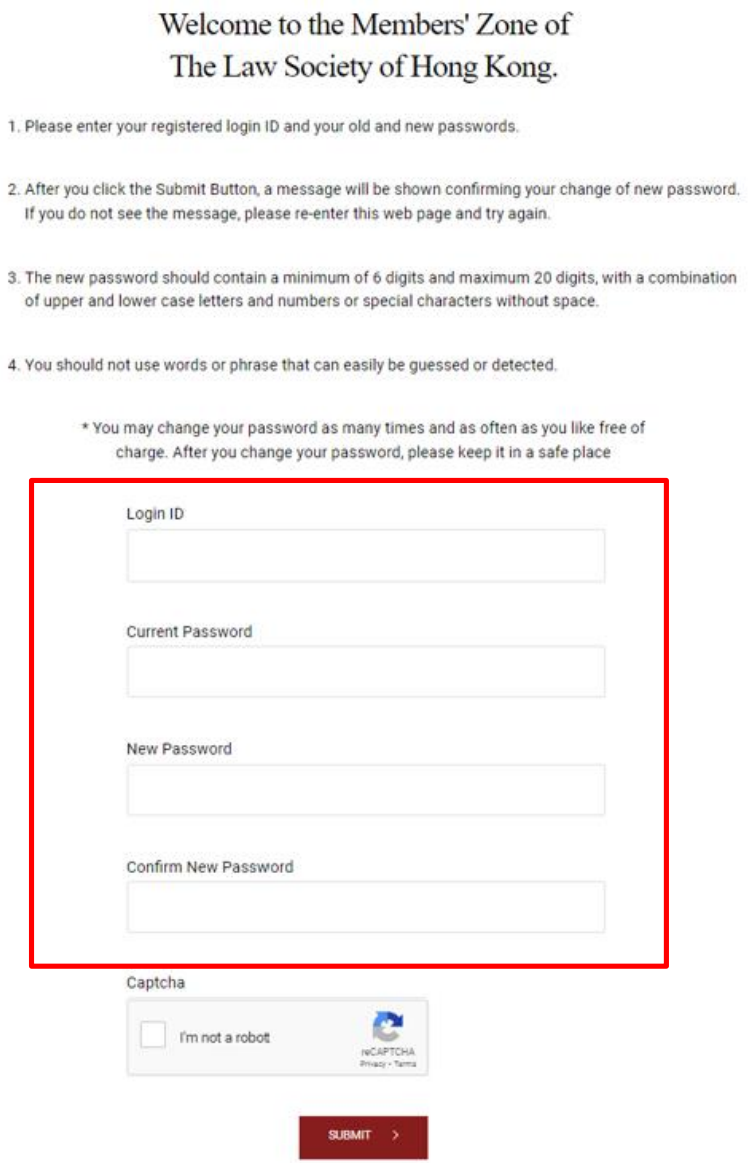


Change Password



Click "Change Password" to change your password if necessary.

Change Password (cont'd)

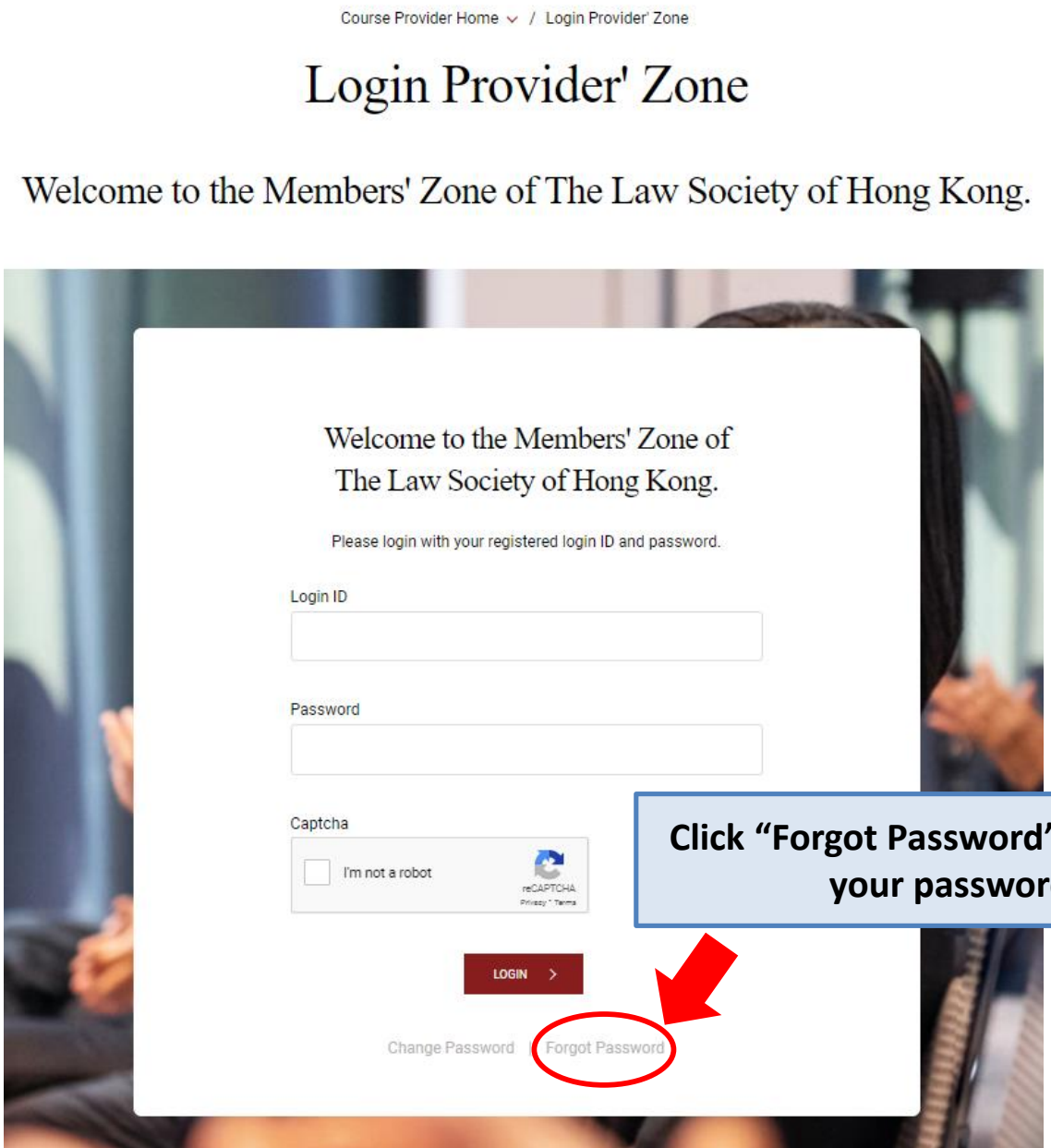


Complete the form.

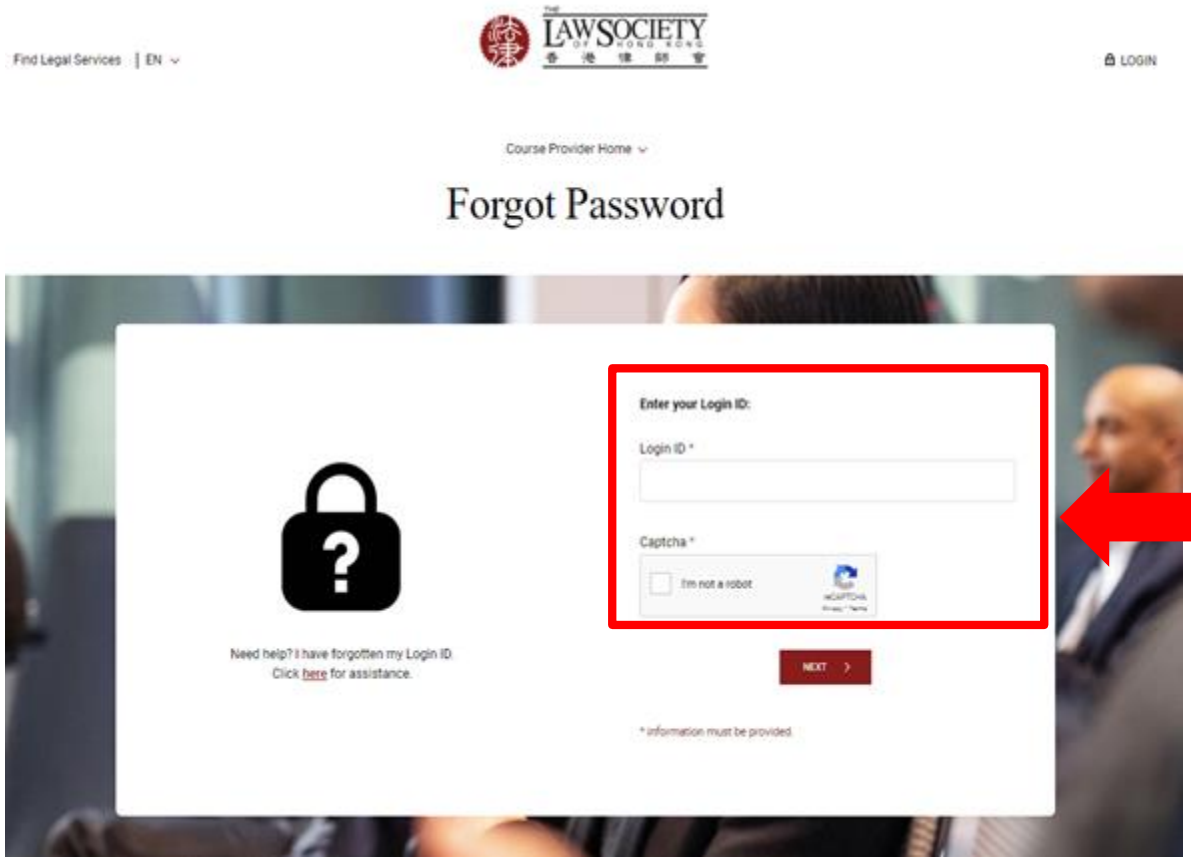
Change Password (cont'd)

A message showing successful change of password.

Forget Password

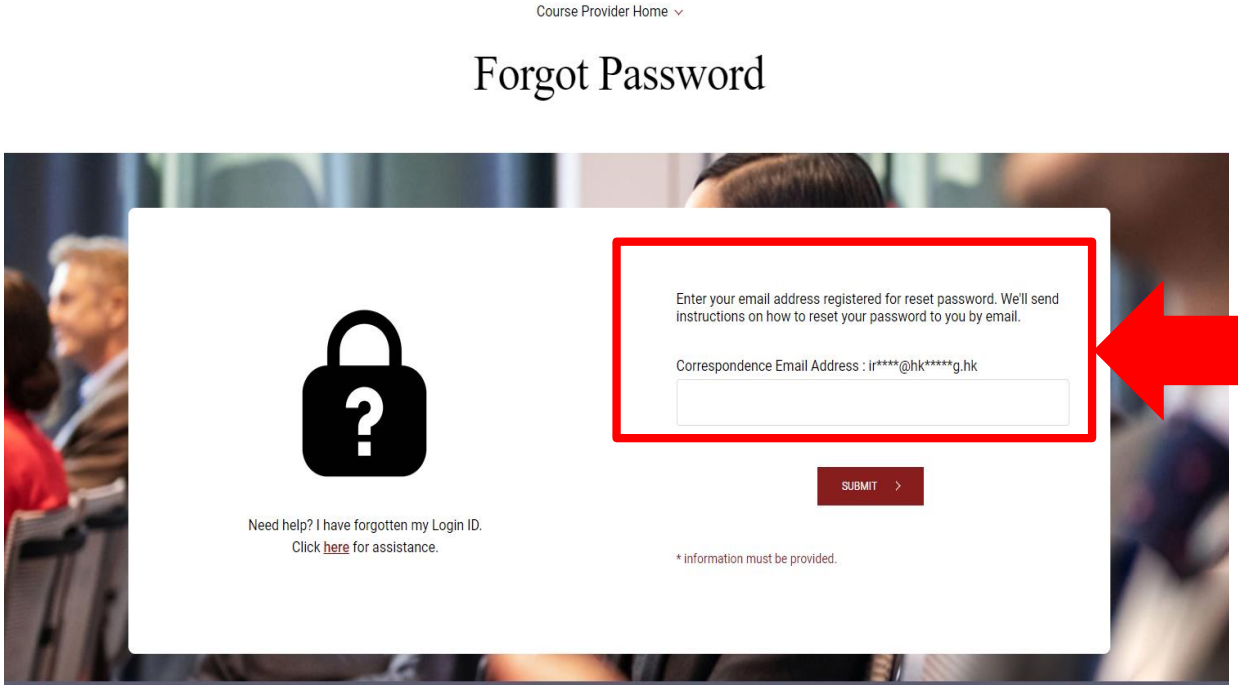


Forget Password [Step 1]

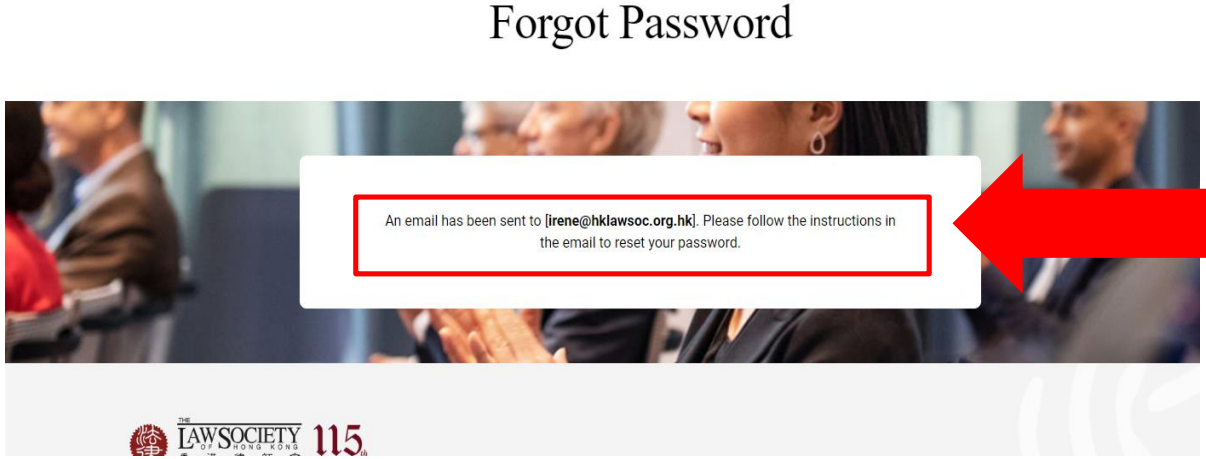


Enter "Login ID" and click "NEXT" to continue.

Forget Password [Step 2]

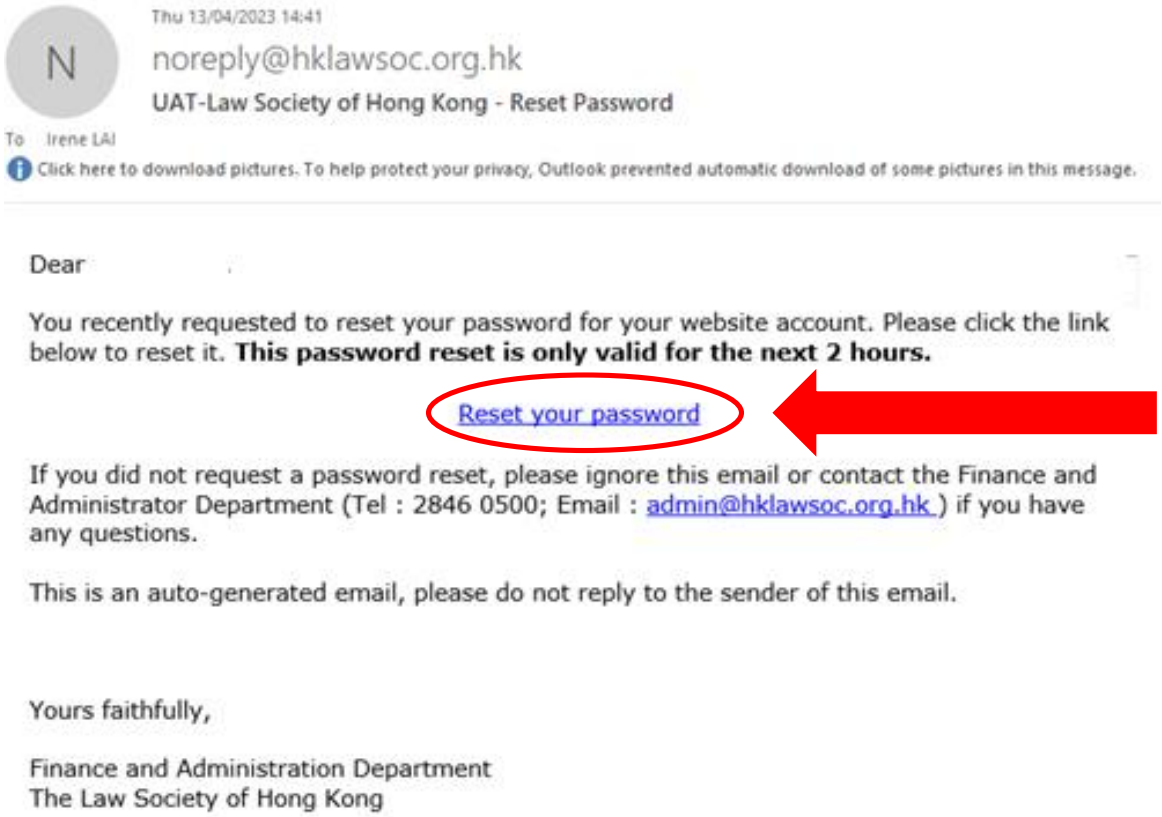


Enter your registered email address *and click "SUBMIT".*



Instructions on how to reset password will be sent to your email.

Forget Password [Step 3]



Thu 13/04/2023 14:41

noreply@hklawsoc.org.hk

UAT-Law Society of Hong Kong - Reset Password

To Irene LAI

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear

You recently requested to reset your password for your website account. Please click the link below to reset it. **This password reset is only valid for the next 2 hours.**

Reset your password

If you did not request a password reset, please ignore this email or contact the Finance and Administrator Department (Tel : 2846 0500; Email : admin@hklawsoc.org.hk) if you have any questions.

This is an auto-generated email, please do not reply to the sender of this email.

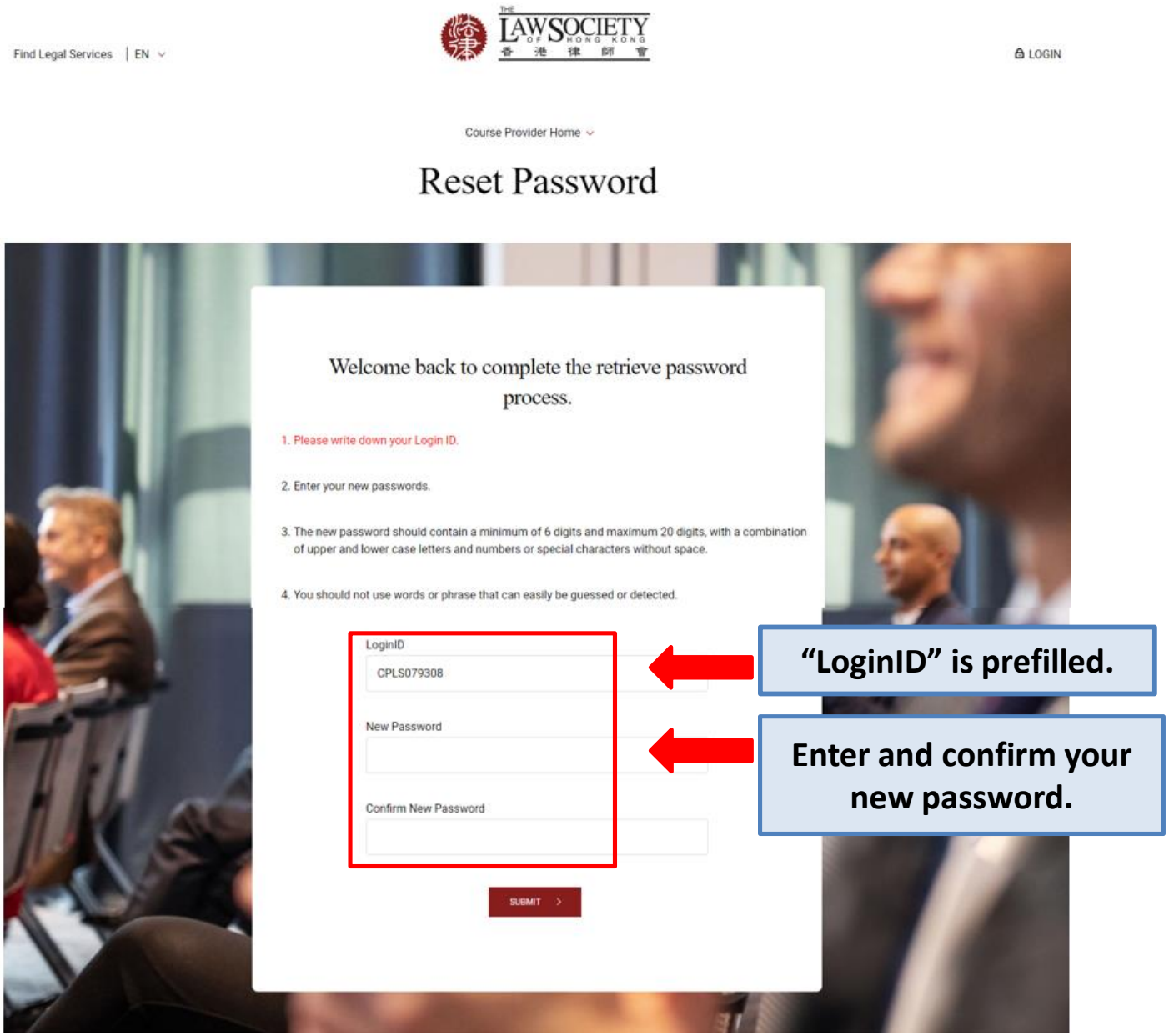
Yours faithfully,

Finance and Administration Department
The Law Society of Hong Kong

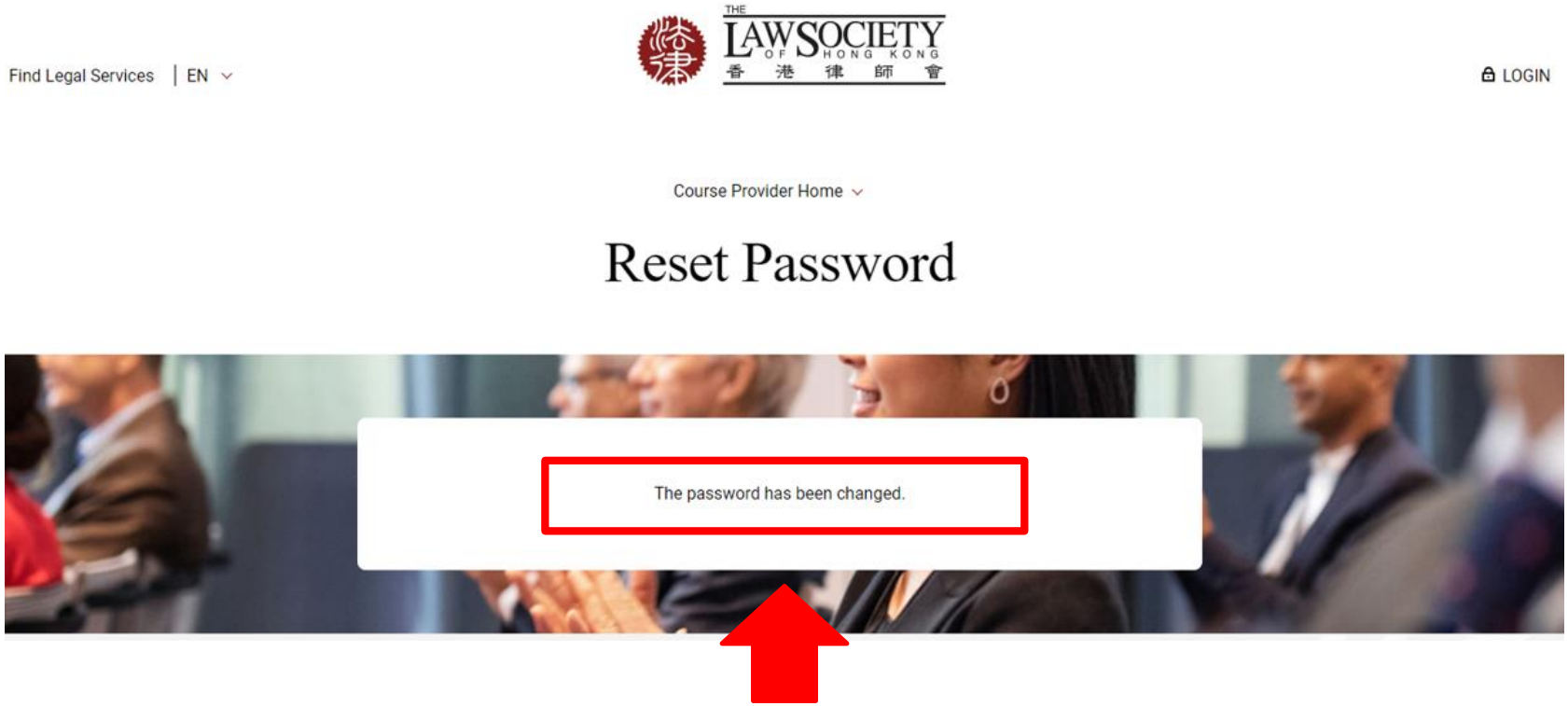
Click "Reset your password" in the email and you will be directed to Law Society's website.

This hyperlink is valid for 2 hours only.

Forget Password [Step 4]



Forget Password [Step 5]



A message showing successful change of password.