




Course by Course Provider Submission

User Guide

Login Providers' Zone

Find Legal Services | EN ▾

 THE LAW SOCIETY OF HONG KONG 香港律師會


Course Provider Home ▾


Course Provider Home

Course Accreditation

For Accredited Provider Submission, please click [here](#).


For Course by Course Submission, please click [here](#).


 THE LAW SOCIETY OF HONG KONG 香港律師會 115th ANNIVERSARY

 Cambridge University

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Click “LOGIN” to go to the Providers’ Zone page.





LOGIN

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

Login Providers' Zone

Course Provider Home ▾ / Login Provider' Zone

Login Provider' Zone

Welcome to the Members' Zone of The Law Society of Hong Kong.


Welcome to the Members' Zone of
The Law Society of Hong Kong.

Please login with your registered login ID and password.

Login ID

Password

Captcha

☐ I'm not a robot 

[Change Password](#) | [Forgot Password](#)

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

Course by Course Provider Submission

The screenshot shows the website of The Law Society of Hong Kong. At the top, there is a navigation bar with 'Find Legal Services | EN', the Law Society logo, and 'Outstanding Payments (0) | Wong Mary | LOGOUT'. Below this is a grey navigation bar with two options: 'Accredited Provider Submission' and 'Course by Course Submission'. The 'Course by Course Submission' option is circled in red. Below the navigation bar is a section titled 'Course Provider Home' with a dropdown arrow. Under this section, there is a heading 'Course Accreditation' and two lines of text: 'For Accredited Provider Submission, please click [here](#).' and 'For Course by Course Submission, please click [here](#).'. The second line of text is circled in red. A blue box with a red arrow points to the 'Course by Course Submission' option in the navigation bar, containing the text 'Click "Course by Course Provider Submission" to continue.'.

Find Legal Services | EN

THE LAW SOCIETY OF HONG KONG 香港律師會

Outstanding Payments (0) | Wong Mary | LOGOUT

Accredited Provider Submission

Course by Course Submission

Course Provider Home

Course Accreditation

For Accredited Provider Submission, please click [here](#).

For Course by Course Submission, please click [here](#).

Click "Course by Course Provider Submission" to continue.

Application Form

Find Legal Services | EN ▾



Outstanding Payments (0) | ▾ | LOGOUT

Accredited Provider Submission

Course by Course Submission

Course Provider Home ▾ / Course by Course Submission

Course by Course Submission

Course Accreditation

In order for a course to be awarded with CPD points, a separate application for accreditation of each course must be made to the Accreditation Sub-Committee. The application must be made on the special form and sent to the Assistant Director, Professional Development for forwarding to the Sub-Committee. All accreditation applications must be made at least 4 weeks before the scheduled date of the course. If the application is incomplete, accreditation may take **4 weeks** from the date of submission of the complete application. It is not possible to accredit CPD points after any course has taken place.

Recorded Courses (Guideline 7 of the CPD Information Package)

It is necessary to provide (i) a copy of the course materials; (ii) access to the course on-line in order for the Society to monitor the course; (iii) evidence that the course is interactive; the interactive elements include but are not limited to quizzes and exercises; (iv) details of the technical support services available to participants; and (v) attendance records kept by the course provider demonstrating a participant has completed the course in full.

Other Information

Please click [here](#) details the procedures for Accredited Provider Submission

Click “NEW APPLICATION FORM” to create a new application.

NEW APPLICATION FORM >

Course No.	Course Date	Course Title	Status	Submit Action
No Data				

Application Form (cont'd)

Application Form

Provider Info.

* Course Provider

* Contact Person 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 to

Break Duration

Lunch Duration

* Category

* Accreditation Basis

* Language

* Client Seminar ☐ Yes ☐ No

CPD Points

Level

* Name & Title of

Presenter(s) (short C,V, s may be submitted in lieu of description)

0/500

* Course Venue/Access 0/500
hyperlink

Segmented Course Please provide details of each segment in the course outline and the justification for segmented accreditation if you have indicated in the field

Accreditation "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

Application Form

Provider Info.

* Course Provider

* Contact Person

Yu Janet

8/50

* Email

Course Details

Please click [here](#) for accreditation guidelines.

* Mode of Delivery

☐ Face-to-face

☐ Live Webinar

☐ Multi-media

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

Lunch Duration

Examples:

Break Duration (Total duration)

If there are two 15-minute break totaling 30 minutes, you should enter: **00:30**

Lunch Duration

If the lunch will last for 1 hour 30 minutes, you should enter: **01:30**

Break Duration

Lunch Duration

* Category

27

28

* Language

29

* CPD Points

00

30

01

31

02

32

Cancel

Confirm

Accreditation Basis

28

Client Seminar

00

29

01

30

02

31

03

32

Cancel

Confirm

* Name & Title of

Application Form (cont'd)

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 Time to End Time					

+Outline

To create more row(s)
for the programme
rundown.

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
<div>+UPLOAD FILE</div>	

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:

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

Where the same presenters used ?

☐ Yes ☐ No

If no, list new presenter(s)

0/500

To upload supporting information, e.g.
presenter's CV, course materials, detailed
outline, etc.

Application Form (cont'd)

Application Fee

Application Fee (HKD)

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 and Submit

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

Submitted

Please be reminded that applications for accreditation shall be submitted before the deadlines, i.e. at least 4 weeks before the conduct of a CPD course and at least 6 weeks before the conduct of an RME course.

Close

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)

Find Legal Services | EN ▾



Outstanding Payments (0) | ▾

▾ | LOGOUT

Accredited Provider Submission

Course by Course Submission

Course Provider Home ▾ / Course by Course Submission

Course by Course Submission

Course Accreditation

In order for a course to be awarded with CPD points, a separate application for accreditation of each course must be made to the Accreditation Sub-Committee. The application must be made on the special form and sent to the Assistant Director, Professional Development for forwarding to the Sub-Committee. All accreditation applications must be made at least 4 weeks before the scheduled date of the course. If the application is incomplete, accreditation may take **4 weeks** from the date of submission of the complete application. It is not possible to accredit CPD points after any course has taken place.

Recorded Courses (Guideline 7 of the CPD Information Package)

It is necessary to provide (i) a copy of the course materials; (ii) access to the course on-line in order for the Society to monitor the course; (iii) details of the course content which may include but are not limited to quizzes and exercises; (iv) details of the technical support services available to participants; and (v) details of the course evaluation. The course provider must have completed the course in full.

Other Information

Please click [here](#) details the procedures for Accreditation of CPD Scheme.

The entry will be shown here after you have submitted an application.

NEW APPLICATION FORM >

Course No.	Course Date	Course Title	Status	Submit Action
20230902	03/04/2023	Will Drafting (Module 1)	Submitted	

Application Form - Segmented Course [Step 1]

Application Form

Provider Info.

* Course Provider

* Contact Person 10/50

* Email

Phone

Course Details

Please click [here](#) for accreditation guidelines.

* Mode of Delivery ☒ Face-to-face ☐

Mediation Accreditation (if applicable) ☐ General Mediation

* CPD/RME

* Course Title 24/500

* Course Date

* Course Time to

Break Duration

Lunch Duration

* Category

* Accreditation Basis

* 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)

7/500

* Course Venue/Access 12/500

hyperlink

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

Application Form - Segmented Course [Step 2]

Segmented Course Please provide details of each segment in the course outline and the justification for segmented accreditation if you have indicated in the field

Accreditation "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	
<input type="text" value="Start Time to End Time"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+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
<input type="button" value="+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)

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.

Submitted

The course information of the previous segment of the course has been copied in this form. You must modify the content of this form. You may click "Submit and Go to Next Segment" if there are more session(s) of the course.

Close

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

Application Form - Segmented Course [Step 3]

Application Form

Provider Info.

* Course Provider: AAH Course by Course

* Contact Person: Wong Chris 10/50 * Email: irene@hkllawsoc.org.hk 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: CPD * Course Code: CL - Seminar, Lecture, Conference

* Course Title: New Course (CPD) - Day 2

* Course Date: 25/4/2023 * Course Time: 11:00 to 12:00

Break Duration: HH:MM Lunch Duration: HH:MM

* Category: Aviation * Accreditation Basis: Segmented

* Language: English * Client Seminar: ☐ Yes ☒ No

CPD Points: Level: Elementary

* 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)

Speaker

* Course Venue/Access: Course Venue hyperlink

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]

Application Fee

Application Fee (HKD)

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

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

Submitted

Please be reminded that applications for accreditation shall be submitted before the deadlines, i.e. at least 4 weeks before the conduct of a CPD course and at least 6 weeks before the conduct of an RME course.

Close

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]

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Outstanding Payments (0) |

▾ | LOGOUT

Accredited Provider Submission

Course by Course Submission

Course Provider Home ▾ / Course by Course Submission

Course by Course Submission

Course Accreditation

In order for a course to be awarded with CPD points, a separate application for accreditation of each course must be made to the Accreditation Sub-Committee. The application must be made on the special form and sent to the Assistant Director, Professional Development for forwarding to the Sub-Committee. All accreditation applications must be made at least 4 weeks before the scheduled date of the course. If the application is incomplete, accreditation may take **4 weeks** from the date of submission of the complete application. It is not possible to accredit CPD points after any course has taken place.

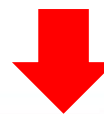
Recorded Courses (Guideline 7 of the CPD Information Package)

It is necessary to provide (i) a copy of the course materials; (ii) access to the course on-line in order for the Society to monitor the course; (iii) evidence that the course is interactive; the interactive elements include but are not limited to quizzes and exercises; (iv) details of the technical support services available to participants demonstrating a participant has completed the course in full.

Other Information

Please click [here](#) details the procedures for Accreditation of CPD Scheme.

Entries of all segments of course will be shown here.



NEW APPLICATION FORM >

Course No.	Course Date	Course Title	Status	Submit Action
20230922B	25/04/2023	New Course (CPD) - Day 2	Submitted	
20230922A	24/04/2023	New Course (CPD) - Day 1	Submitted	

Application Form (cont'd)

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Outstanding Payments (0) | ▾ | LOGOUT

Accredited Provider Submission

Course by Course Submission

Course Provider Home ▾ / Course by Course Submission

Course by Course Submission

Course Accreditation

In order for a course to be awarded with CPD points, a separate application for accreditation of each course must be made to the Accreditation Sub-Committee. The application must be made on the special form and sent to the Assistant Director, Professional Development for forwarding to the Sub-Committee. All accreditation applications must be made at least 4 weeks before the scheduled date of the course. If the application is incomplete, accreditation may take **4 weeks** from the date of submission of the complete application. It is not possible to accredit CPD points after any course has taken place.

Recorded Courses (Guideline 7 of the CPD Information Package)

It is necessary to provide (i) a copy of the course materials; (ii) access to the course on-line in order for the Society to include but are not limited to quizzes and exercises; (iv) details of the technical support services available to participants who have completed the course in full.

Other Information

Please click [here](#) details the procedures for Accreditation of CPD Scheme.

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



NEW APPLICATION FORM >

Course No.	Course Date	Course Title	Status	Submit Action
20230902	03/04/2023	Will Drafting (Module 1)	Approved (CPD)	ACTUAL TIME EVALUATION


Payment

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

Outstanding Payments (2)

The outstanding payment will be shown here.

Find Legal Services | EN ▾

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OF HONG KONG
香港律師會

Course by Course Submission

Course Provider Home ▾ / Payment

Payment

Remarks

1. Please click [here](#) for the terms of use of the online payment system of The Law Society of Hong Kong (“Law Society”). When you proceed to make your payment, you will be deemed to have agreed to the terms of use.

Bill to

Correspondence Email


Item(s) to be paid


Item #	Description	Billed Amount (HKD)
1	CPD Application for Law Firm or Non-Commercial	800
2	CPD Application for Law Firm or Non-Commercial	800



Total Amount : 1600

Confirm

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

[Find Legal Services](#) | [EN](#) 

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OF HONG KONG
香港律師會

Outstanding Payments (2) |  |  [LOGOUT](#)

Accredited Provider Submission | Course by Course Submission

Course Provider Home  / [Payment](#)

Remarks

Bill to

Correspondence Email


Item(s) to be paid

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

Confirm

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

[Find Legal Services](#) | [EN](#) ▾

 **THE LAW SOCIETY**
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香港律師會

[Outstanding Payments \(2\)](#) | ▾ | [LOGOUT](#)

[Accredited Provider Submission](#) | [Course by Course Submission](#)[Course Provider Home](#) ▾ / [Payment](#)

Bill to : Wong Mary

Order No : TX230428649212329

Total Amount (HKD) : 1600

Choose a Payment Method

☒ Credit Card (VISA/Master)

[Back](#)

Click "Proceed to Checkout".



[Proceed to Checkout](#)

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

merchant.TEST010826995

Secure Checkout



Minutes remaining for this payment: 08:02

Credit or Debit card



Cardholder name (exactly as shown on card)

Bobo Lai

Card number

5123 4500 0000 0008



Expiry date

01 / 39

Security code ?

100



The next screen you see may be payment card verification through your card issuer.

< Cancel

Pay \$800.00

English



Powered By BOCIMPGS



Order summary

TX230404649320724

Total

HKD \$800.00

Fill in the credit card details
and click "Pay"

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

Find Legal Services | EN ▾

THE LAW SOCIETY OF HONG KONG
香港律師會

Outstanding Payments (0) | ✓ | LOGOUT

Accredited Provider Submission

Course by Course Submission

Course Provider Home ▾ / Payment

Payment

Thank you for your payment. Transaction has been completed successfully.


A message showing successful transaction.


Click here to return to the “Course by Course Submission” page.

The number of outstanding payment(s) will be reset to zero after you paid.

B. Offline Payment (Cash/Cheque)

Find Legal Services | EN ▾

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OF HONG KONG
香港律師會

Outstanding Payments (2) | ▾ |  LOGOUT

Accredited Provider Submission

Course by Course Submission

Course Provider Home ▾ / Payment

Click here to return to the “Course by Course Submission” page.

Remarks

1. Please click [here](#) for the terms of use of the online payment system of The Law Society of Hong Kong (“Law Society”). When you proceed to make your payment, you will be deemed to have agreed to the terms of use.

Bill to

Correspondence Email

Item(s) to be paid

<input checked="" type="checkbox"/>	Item #	Description	Billed Amount (HKD)
<input checked="" type="checkbox"/>	1	CPD Application for Law Firm or Non-Commercial	800
<input checked="" type="checkbox"/>	2	CPD Application for Law Firm or Non-Commercial	800


Total Amount : 1600

DO NOT click “Confirm” if you choose to pay by cheque or in cash.

Confirm

B. Offline Payment (Cash/Cheque)

Find Legal Services | EN



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Outstanding Payments (1)

LOGOUT

Accredited Provider Submission

Course by Course Submission

Course Provider Home / Course by Course Submission

Course by Course Submission

Course Accreditation

In order for a course to be awarded with CPD points, a separate application for accreditation of each course must be made to the Accreditation Sub-Committee. The application must be made on the special form and sent to the Assistant Director, Professional Development for forwarding to the Sub-Committee. All accreditation applications must be made at least 4 weeks before the scheduled date of the course. If the application is incomplete, accreditation may take **4 weeks** from the date of submission of the complete application. It is not possible to accredit CPD points after any course has taken place.

Recorded

It is necessary to include but not limited to: (i) evidence that the course is interactive; the interactive elements available to participants; and (v) attendance records kept by the course provider demonstrating a participant

Other Info

Please click [here](#) details the procedures for Accreditation of CPD Scheme.

NEW APPLICATION FORM


Course No.	Course Date	Course Title	Status	Submit Action
20230902	03/04/2023	Will Drafting (Module 1)	Submitted	

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

Find Legal Services | EN

 **LAW SOCIETY**
OF HONG KONG
香港律師會

Outstanding Payments (2)

LOGOUT

Accredited Provider Submission | Course by Course Submission

Course Provider Home / Payment

Payment

Remarks

1. Please click [here](#) for the terms of use of the online payment system of The Law Society of Hong Kong. I have read and agreed to the terms of use.

Bill to

Correspondence Email

Item(s) to be paid

Item #	Description	Billed Amount (HKD)
1	CPD Application for Law Firm or Non-Commercial	800
2	CPD Application for Law Firm or Non-Commercial	800
Total Amount :		1600

Confirm

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

Actual Time

Accredited Provider Submission

Course by Course Submission

Course Provider Home ▾ / Course by Course Submission

Course by Course Submission

Course Accreditation

In order for a course to be awarded with CPD points, a separate application for accreditation of each course form and sent to the Assistant Director, Professional Development for forwarding to the Sub-Committee. course. If the application is incomplete, accreditation may take **4 weeks** from the date of submission of the

Recorded Courses (Guideline 7 of the CPD Information Package)

It is necessary to provide (i) a copy of the course materials; (ii) access to the course on-line in order for the include but are not limited to quizzes and exercises; (iv) details of the technical support services available t has completed the course in full.

Other Information

Please click [here](#) details the procedures for Accreditation of CPD Scheme.

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)



NEW APPLICATION FORM >

Course No.	Course Date	Course Title	Status	Submit Action
20230928	30/04/2023	In house course addition \$1200 for client seminar	Approved (CPD)	<div>ACTUAL TIMEEVALUATION</div>

Actual Time (cont'd)

Actual Time ×

Course No.

Course Details

* Course Title 49/500

* Course Date * Course Time to

Break Duration Lunch Duration

Finish and Submit

Submitted ×

The information has been submitted. Please be reminded to submit an evaluation summary.

Close

Select "Start Time" and "End Time"

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

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

Accredited Provider Submission

Course by Course Submission

Course Provider Home ▾ / Course by Course Submission

Course by Course Submission

Course Accreditation

In order for a course to be awarded with CPD points, a separate application for accreditation of each course must be made to the Accreditation Sub-Committee. The application must be made on the special form and sent to the Assistant Director, Professional Development for forwarding to the Sub-Committee. All accreditation applications must be made at least 4 weeks before the scheduled date of the course. If the application is incomplete, accreditation may take **4 weeks** from the date of submission of the complete application.

Recorded Courses (Guideline 7 of the CPD Information Package)

It is necessary to provide (i) a copy of the course materials; (ii) access to the course on-line in order for the Society to monitor the include but are not limited to quizzes and exercises; (iv) details of the technical support services available to participants; and (v) has completed the course in full.

Other Information

Please click [here](#) details the procedures for Accreditation of CPD Scheme.

The “EVALUATION” button will be shown once the application is approved. Submit an evaluation summary after the course was held.

NEW APPLICATION FORM >

Course No.	Course Date	Course Title	Status	Submit Action
20230928	30/04/2023	In house course addition \$1200 for client seminar	Approved (CPD)	<div>ACTUAL TIME</div> <div>EVALUATION</div>

Evaluation Form (cont'd)

Evaluation Summary

Course No. 20230902

Course Provider New Test Firm

Course Title Will Drafting (Module 1)

Course Date 3/4/2023

* No. of Participants

* No. of Evaluation Received

1. General Evaluation: How would the attendees rate today's course?

* Excellent * Good * Fair * Poor

2. Presenter Evaluation

* Name	<input type="text"/>	0/50	* Title	<input type="text"/>	0/100
Information	* Excellent <input type="text"/>		* Good <input type="text"/>	* Fair <input type="text"/>	* Poor <input type="text"/>
Organisation	* Excellent <input type="text"/>		* Good <input type="text"/>	* Fair <input type="text"/>	* Poor <input type="text"/>
Delivery	* Excellent <input type="text"/>		* Good <input type="text"/>	* Fair <input type="text"/>	* Poor <input type="text"/>

+Presenter

3. Content: Did the content meet the attendees' needs/expectations? Please explain.

0/3000

4. Presentation: How could the style of presentation be changed to meet the attendees' needs?

0/3000

5. Materials: How would the attendees' like to see the course materials improved?

0/3000

6. Miscellaneous: Please give us the attendees' suggestions for other course they would like the course provider to present.

0/3000

7. About themselves: Please help us create....

<input type="text"/>	Trainee solicitor	<input type="text"/>	Solicitor admitted for less than 3 years
<input type="text"/>	Solicitor admitted for 3 to 6 years	<input type="text"/>	Solicitor admitted for over 6 years
<input type="text"/>	Other, please specify	<input type="text"/>	0/500

Finish and Submit



Complete the evaluation form.

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

Submitted

The evaluation summary has been submitted. Please be reminded to confirm the actual time of the course.

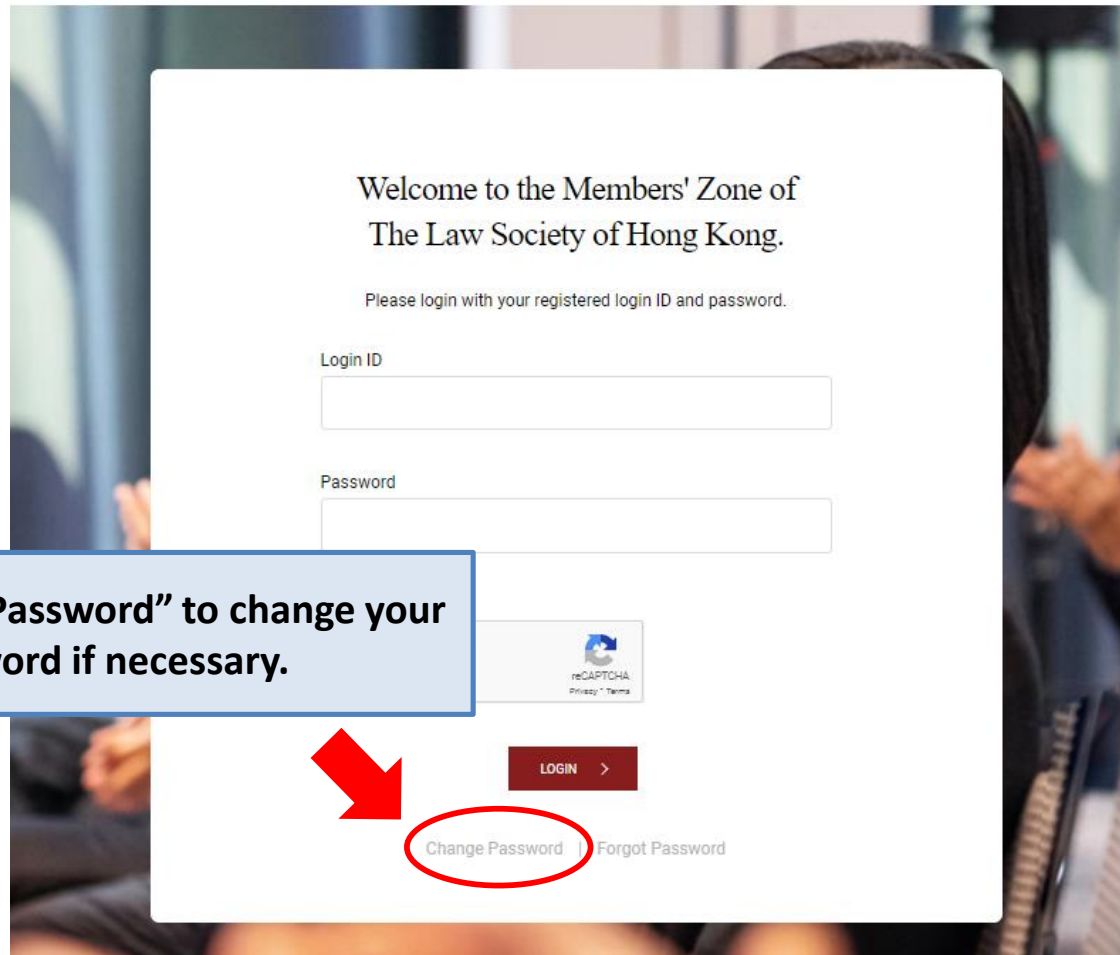
Close

Change Password

Course Provider Home ▾ / Login Provider' Zone

Login Provider' Zone

Welcome to the Members' Zone of The Law Society of Hong Kong.




Welcome to the Members' Zone of
The Law Society of Hong Kong.

Please login with your registered login ID and password.

Login ID

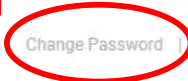
Password

 reCAPTCHA
Privacy * Terms

LOGIN >

[Change Password](#) | [Forgot Password](#)

Click “Change Password” to change your password if necessary.



Change Password (cont'd)

Welcome to the Members' Zone of The Law Society of Hong Kong.

1. Please enter your registered login ID and your old and new passwords.
2. After you click the Submit Button, a message will be shown confirming your change of new password.
If you do not see the message, please re-enter this web page and try again.
3. The new password should contain a minimum of 6 digits and maximum 20 digits, with a combination of upper and lower case letters and numbers or special characters without space.
4. You should not use words or phrase that can easily be guessed or detected.

* You may change your password as many times and as often as you like free of charge. After you change your password, please keep it in a safe place

Login ID


Current Password

New Password

Confirm New Password

Captcha

☐ I'm not a robot


reCAPTCHA
[Privacy](#) • [Terms](#)

SUBMIT >

Complete the form.

Change Password (cont'd)



**A message showing successful
change of password.**

Forget Password

Course Provider Home ▾ / Login Provider' Zone

Login Provider' Zone

Welcome to the Members' Zone of The Law Society of Hong Kong.

Welcome to the Members' Zone of
The Law Society of Hong Kong.


Please login with your registered login ID and password.

Login ID

Password

Captcha

☐ I'm not a robot


reCAPTCHA
Privacy · Terms


[LOGIN >](#)

[Change Password](#) [Forgot Password](#)

Click “Forgot Password” to retrieve
your password.

Forget Password [Step 1]


Find Legal Services | EN ▾

 **LAW SOCIETY**
OF HONG KONG
香港律師會

LOGIN

Course Provider Home ▾

Forgot Password




Need help? I have forgotten my Login ID.
Click [here](#) for assistance.

Enter your Login ID:

Login ID *

Captcha *

☐ I'm not a robot 

NEXT >

* information must be provided

Enter “Login ID” and click
“NEXT” to continue.

Forget Password [Step 2]

Course Provider Home ▾

Forgot Password



Need help? I have forgotten my Login ID.
Click [here](#) for assistance.

Enter your email address registered for reset password. We'll send instructions on how to reset your password to you by email.

Correspondence Email Address : ir****@hk****g.hk

SUBMIT >

*information must be provided.

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

Forgot Password

An email has been sent to [irene@hklawsoc.org.hk]. Please follow the instructions in the email to reset your password.

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

Forget Password [Step 3]



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]

Find Legal Services | EN ▾



LOGIN

Course Provider Home ▾

Reset Password

Welcome back to complete the retrieve password process.

1. Please write down your Login ID.
2. Enter your new passwords.
3. The new password should contain a minimum of 6 digits and maximum 20 digits, with a combination of upper and lower case letters and numbers or special characters without space.
4. You should not use words or phrase that can easily be guessed or detected.

LoginID	<input type="text" value="CPLS079308"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>

SUBMIT >

“LoginID” is prefilled.

Enter and confirm your new password.

Forget Password [Step 5]

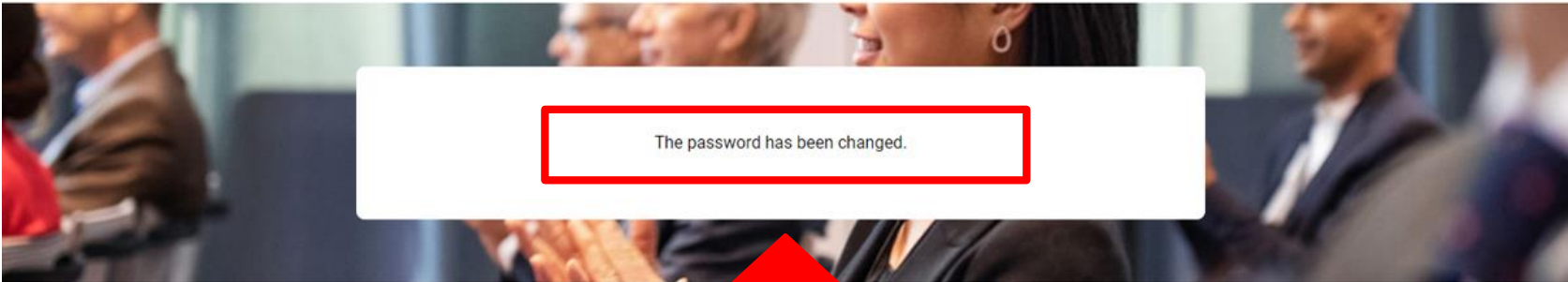
Find Legal Services | EN ▾



LOGIN

Course Provider Home ▾

Reset Password

A screenshot of a website's 'Reset Password' page. The background is a blurred image of people in a meeting. A white rectangular box is centered on the page, containing the text 'The password has been changed.' This box is highlighted with a red border. A large red arrow points upwards from a blue box at the bottom towards the white box.

The password has been changed.

**A message showing successful change
of password.**