



LAW SOCIETY OF KENYA

# **GUIDELINES FOR ACCREDITATION UNDER THE LSK CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMME (2023)**

The Committee on Continuing Professional Development (CCPD)

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## THE GUIDELINES

The following are important Guidelines in respect of the Continuing Professional Development Programme (CPD) accreditation process.

1. In these Guidelines, unless the context otherwise requires:-
  - “CPD” - means Continuing Professional Development
  - “Committee” - means the Committee on Continuing Professional Development
  - “CPD Year” - means a calendar year beginning on the 1st January and ending on the 31st December
  - “LSK” - means the Law Society of Kenya
  - “Provider” - means the Institution, Organization, Establishment, Society, Association, Foundation and any similar body
  - “Unit” - means a numerical unit of measurement that an advocate accrues by participation at an approved event.
2. The objects and functions of the Committee on Continuing Professional Development (CCPD) are to:
  - i. Develop and enhance standards, guidelines, policies and procedures for evaluating LSK CPD Programme;
  - ii. Ensure that the accreditation process recognizes the diversity of all available academic and lifestyle programme relevant to LSK Membership;
  - iii. Schedule and coordinate the processes of LSK CPD Accreditation;
  - iv. Appoint Members to CPD programme and working teams focusing on specific task areas to ensure the effective and continuous improvement in the LSK CPD Accreditation;
  - v. Receive and review periodic reports from Accredited Providers to be filed by 31st December of each calendar year;
  - vi. Review, arbitrate and decide written appeals from any accredited applicant appealing the action of the LSK CPD Committee and propose the resultant action for approval by LSK Council; and
  - vii. Provide an appeal procedure for the receipt and determination of written appeals.
3. Each Member is required to obtain Five (5) CPD Units before paying for a Practicing Certificate for each year.
4. A Member who will not have completed the required Five (5) Units in the preceding year and in any event before the 31st day of January, the CPD Units obtained may be backdated in consecutive order of attendance, which CPD units cannot be split.
5. Members are at liberty to obtain more than five CPD Units required for any particular year which will also be reflected as their CPD compliance for the year.
6. A Member must obtain Two (2) CPD Units from CPD activities exclusively organized by the Law Society of Kenya.
7. Members may attend seminars conducted by other accredited institutions.
8. The Committee shall have a discretion in determining how many CPD Units to be awarded based on the legal content of each event.
9. LSK CPD activities shall earn CPD Unit(s) as per the matrix below:

## CPD UNITS MATRIX

Activities	Day(s)	Description	CPD Unit(s)	Verification
Workshops/ Seminars	One (1)	Local, regional or international seminars conducted by LSK	Two (2)	Biometric registration/ Electronic registration/ Certificate
Discourse/ Lecture	One (1)	Local, regional or international lectures conducted by LSK	One (1)	Biometric registration/ Electronic registration/ Certificate
Multi-Media/Web Based/ Webinars	One (1)	Local, regional or international webinars conducted by LSK	One (1)	Biometric registration/ Electronic registration/ Certificate
Annual Conference	Two (2)	Annual Conference conducted by LSK	Four (4)	Biometric registration/ Electronic registration/ Certificate
Conference	Two (2)	Other Conferences conducted by LSK	Three (3)	Biometric registration/ Electronic registration/ Certificate

Legal Service Week	Five (5)	Locally conducted by LSK	One (1)	Biometric registration/ Electronic registration
Annual/Special General Meeting	One (1)	Locally conducted by LSK	One (1)	Biometric registration/ Electronic registration
Branch General Meeting	One (1)	Locally conducted by LSK Branches	One (1)	Biometric registration/ Electronic registration
Presentations of papers for LSK CPD approved activities		Local, regional or international conference conducted by LSK		Biometric registration/ Electronic registration/ Certificate
Seminar	One (1)		Two (2)	
Webinar	One (1)		One (1)	

10. The Committee shall consider the various approved activities for accredited Providers as per the Advocates (Continuing Professional Development) Rules 2014 and the minimum and maximum CPD Unit(s) that can be earned as per the matrix below:

### CPD UNITS MATRIX

Activities	Day(s)	Description	CPD Unit(s)	Verification
Attending Conference/ Convention/ Symposium and other professional presentations, lectures & guest talks		Local, regional or international conference conducted by an accredited Providers		Biometric registration/ Electronic registration/ Certificate
Seminar	One (1)		Two (2)	
Webinar	One (1)		One (1)	
In-service Short courses	1 weeks – 6 months	Local, regional or international conference conducted by an accredited Providers	Three (3)	Biometric registration/ Electronic registration/ Certificate
Presentations of conference papers		Local, regional or international conference conducted by an accredited Providers		Certificate
Seminar	One (1)		Two (2)	
Webinar	One (1)		One (1)	
Academic study, formal learning program that contributes to professional development	1 – 4 years	Local, regional or international conference conducted by an accredited Providers	Two (2)	Certificate
Active Membership of professionally relevant committees, councils and boards	1 – 2 years	Local, regional or international institutions conducted by an accredited Providers	One (1)	Certificate
Developing protocols, policies or guidelines of instruments relevant to the profession.	1 weeks – 6 months	Local, regional or international institutions conducted by an accredited Providers	One (1)	Certificate

11. Members are required to liaise with The Law Society of Kenya CPD Directorate in the event of doubt regarding which Providers have been accredited by the Committee in any current year.

12. Providers seeking to be accredited must submit applications in writing addressed to the Secretary/CEO of the Law Society of Kenya.

13. Once accredited, the Providers shall pay to the Law Society of Kenya a subscription fee of KES 500,000 to offer unlimited activities within a CPD Calendar year or KES 120,000 for a one off CPD activity.
14. The accredited Provider must inform the LSK Secretariat 30 days in advance before organizing a CPD activity.
15. The Committee may in its discretion exempt certain Providers from prescribed fees payable in Paragraph 9 from time to time.
16. Persons seeking to be Speakers at CPD activities must submit applications in writing addressed to the Secretary/CEO of the Law Society of Kenya.
17. Where a person is approved by the Committee to be a Speaker for an event organized by the Law Society of Kenya, the Committee shall exercise its discretion in determining how many Units to be awarded in a CPD year for the preparation or presentation of material at an LSK approved activity.
18. It shall be the responsibility of the accredited Provider to send to the Secretariat a list of the participants on an excel sheet (indicating the name and P105 number) within seven days after conducting the accredited CPD activity.
19. Each of the list of participants shall be accompanied by a fee of KES 1,000 per participant being administrative costs.
20. Members are required to attach relevant supporting documents at the time of applying for exemption from attending CPD programme.
21. Members may be exempted from attending CPD activities on the following grounds:
  - a) Upon attaining the age of 65 years of age with 20 years in legal practice;
  - b) Members exempted under Section 10 of the Advocates Act;
  - c) Residing out of Kenya;
  - d) Certified Medical Grounds satisfactory to the Committee;
  - e) Newly Admitted Advocates in the year of admission;
  - f) An application for exemption shall be accompanied by a non-refundable sum of Kshs. 1000/= for every year the Member seeks exemption;
  - g) Exempted Members who apply for their Practicing Certificate(s) shall be required to comply with the CPD Rules;
  - h) Members who have been inactive in the Society, while placing their applications before the Law Society of Kenya Council for approval, shall first apply to obtain a Certificate of Compliance from the Committee.
22. The Committee in exercising its discretion under the Guidelines, shall make decisions including but not limited to the following: -
  - i. Grant of Accreditation;
  - ii. Reaffirmation of Accreditation;
  - iii. Deferral of Accreditation;
  - iv. Denial of Accreditation; and
  - v. Withdrawal of Accreditation.
23. The Committee shall consider applications from Members who attend international conferences with legal content seeking award of CPD Units, subject to provision of the Certificate of Attendance, Training Programme, Letter from the Provider among other documents as may be required.
24. A Member shall not get more than Two (2) CPD Unit in a calendar year for attending meetings of a Committee(s), Commission, Taskforce or similar body engaged in law reform.
25. A Member of the Council or an ad hoc Committee of the Society who regularly attends the Meetings of the Council of ad hoc Committee, on application to the Committee, accrue One (1) CPD Unit in a CPD year.
26. A Member may, on application to the Committee, be awarded not more than Three (3) CPD Units in a CPD year for being engaged in Post Graduate Studies leading to award of a Certificate, Diploma or Degree if the Committee determines that the studies are relevant to the practice of law.
27. A Member may, on application to the Committee, be awarded not more than Three (3) CPD Units in a CPD year for teaching a course leading to the award of a Certificate, Diploma or Degree in any area of law relevant to the practice of law.
28. A Member, on application to the Committee, may not be awarded more than one CPD Unit in a CPD year for acting as an external examiner of a University in a course leading to the award of a Certificate, Diploma or Degree in any area of law relevant to the practice of law.
29. All accreditation and exemption requests to the Committee shall take a minimum of six (6) weeks to process.

## SCHEDULES

### FIRST SCHEDULE

#### LSK- CCPD ACCREDITATION AND QUALITY ASSURANCE SUB-COMMITTEE

##### APPLICATION BY INDIVIDUALS SEEKING ACCREDITATION

First Name	
Last Name	
Middle Name	
Admission no.	
Gender	
Job Title (Optional)	
Telephone	
Email	
Address	
Skills and experiences	
Brief description about yourself and expertise	

##### APPLICATION BY INSTITUTIONS SEEKING TO BE ACCREDITED PROVIDERS

Company name	
Contact details	Telephone
	Email
Address	
Registration details	
Brief description on the courses to be offered by the institution	

## 1. Applicant

Name	Nationality	Organization	Profession	Expertise

## 2. Contact person

Contact	Details
Name	
Organization	
Address	
Telephone	
Fax	
Email	

## SECOND SCHEDULE SCHEDULE

### PRESCRIBED FEES

Accredited institution	One - off Kshs. 120,000
	Yearly Kshs. 500,000
	Processing fee per participant Kshs. 1,000
CPD Exemption	CPD exemption approved Kshs. 1,000 per annum

## CODE OF CONDUCT BY MEMBERS OF THE COMMITTEE ON CONTINUING PROFESSIONAL DEVELOPMENT

Each Member of the Committee:

1. Shall not discuss matters regarding the accreditation of any provider, individual or programme outside of Committee Meetings;
2. Shall present any specific concerns and/or discussion regarding accreditation through the Committee;
3. Shall hold in confidence all documents submitted for consideration for accreditation;
4. Shall excuse himself/herself from deliberations or vote on decisions in which he/she has any personal interest that might impair independent and/or unbiased judgment; and
5. Shall refrain from the potential of, or actual conflict of interest or self-dealing and shall advise the Chairperson of the Committee of any personal activity that is related to any formal application for LSK CPD Accreditation currently pending and/or being evaluated by the Sub-Committee.



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