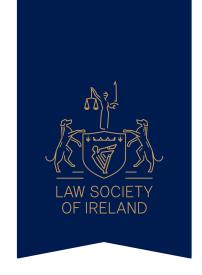
THE CONTINUING PROFESSIONAL DEVELOPMENT SCHEME RECORD CARD

CPD CYCLE FROM 1 JANUARY 2013/2014/2015 TO 31 DECEMBER 2013/2014/2015

(delete as appropriate)



Solicitor's Name:	
When admitted to the Roll of Solicitors (month and year):	
Solicitor's Law Society Number:	
Firm's Name and Address:	
Area(s) of legal practice:	

NOTES

- 1. The minimum CPD requirement for the 2013 CPD cycle is 14 hours, for the 2014 CPD cycle is 15 hours and for the 2015 CPD cycle is 16 hours [as provided for in the Solicitors (Continuing Professional Development) Regulations 2012 2014], of which a minimum of three hours must comprise management and professional development skills* and a minimum of 1 hour must comprise regulatory matters.* The relevant Regulations and the relevant CPD Scheme are accessible in the CPD Scheme section of the Solicitors' area of the Society's website www.lawsociety.ie.
- 2. Solicitors should complete this record card (by hand or electronically) and retain it with their proof(s) of having fulfilled the minimum CPD requirement. Solicitors are asked not to return their CPD Scheme record card unless requested to do so by the Society.
- 3. A solicitor who wishes to receive the Society's confirmation of fulfilment of the minimum CPD requirement in advance of a possible audit should provide to the Society's CPD Scheme Unit a completed CPD Scheme record card and supporting proof(s).
- 4. All queries regarding the CPD Scheme should be directed to the Society's CPD Scheme Unit (by post: CPD Scheme Unit, Law Society, Blackhall Place, Dublin 7 or by email: cpdscheme@lawsociety.ie or by telephone 01-6724802).
- * As defined in the Solicitors (Continuing Professional Development) Regulations 2012 2014 and as elaborated in the CPD Scheme, both effective from 1 January 2013.

SECTION A: GROUP STUDY

 $[Note: Record\ in\ Parts\ I,\ II,\ III,\ and/or\ IV\ (as\ appropriate)\ the\ CPD\ actually\ undertaken.]$

Part I – Courses attended:

Date	Title of course	Name of course provider	CPD hours (minimum CPD credit is 0.5 hours)	Category of CPD (i.e. general CPD, management and professional development skills and/or regulatory matters)

Part II – Courses delivered:

Date	Title of course	Name of course provider	CPD hours for the actual delivery of the course (minimum CPD credit is 0.5 hours)	CPD hours for preparation (Maximum of 4 hours per course first delivered or 1 hour for each repeat of the same course)	Category of CPD (i.e. general CPD, management and professional development skills and/or regulatory matters)

Part III – Attendance(s) at committee(s)/working group(s) [maximum 7 hours]

Date	Name of committee/working group	Name of law-related professional body	CPD hours (minimum CPD credit is 0.5 hours)	Category of CPD [i.e. A CPD credit is only given as general CPD (not as management and professional development skills or regulatory matters)]

$Part\ IV-\underline{Adjudicative\ functions}\ in\ a\ tribunal(s)\ [maximum\ 7\ hours]$

Date	Name of tribunal	Position held	CPD hours (minimum CPD credit is 0.5 hours)	Category of CPD [i.e. A CPD credit is only given as general CPD (not as management and professional development skills or regulatory matters)]

SECTION B: eLEARNING (maximum 5 hours)

Date	Title of course	of course provider	CPD hours (minimum CPD credit is 0.5 hours)	Category of CPD (i.e. General CPD, management and professional development skills and/or regulatory matters)

SECTION C: WRITING RELEVANT MATERIAL THAT IS PUBLISHED (maximum 3 hours)

Date	Title of material	Name of publisher	Date published	CPD hours (minimum CPD credit is 0.5 hours)	Category of CPD (i.e. General CPD, management and professional development skills and/or regulatory matters)

SECTION D: CLAIM FOR EXEMPTION FROM, OR MODIFICATION OF, THE MINIMUM CPD REQUIREMENT

[Note: Section D should only be completed if relevant. If Part I applies, please delete Part II. If Part II applies, please delete Part I]
Part I: I am exempt from the minimum CPD requirement for the 2013/2014/2015 [delete as appropriate] CPD cycle by reason of the fact that: I did not hold a practising certificate, and did not engage in practice, for any part of the 2013/2014/2015 [delete as appropriate] CPD cycle.
OR
Part II: I claim modification of the minimum CPD requirement for the 2013/2014/2015 [delete as appropriate] CPD cycle by reason of: [Please tick (i), (ii), (iii), (iv), (v), (vi), (vii) and/or (viii), as appropriate] (i) maternity/parental/carers/adoptive leave* [delete as appropriate] from
* minimum period of 1 week within a CPD cycle ** minimum period of 8 weeks within a CPD cycle [Note: If you believe that, apart from the above circumstances, you are entitled in exceptional circumstances to an exemption from or modification of your minimum CPD requirement for a particular CPD cycle or if you believe that you should be given an extension of time to fulfil your minimum CPD requirement for a particular CPD cycle, you should apply to the Education Committee of the Society by writing to the CPD Scheme Unit (by post: CPD Scheme Unit, Law Society, Blackhall Place, Dublin 7 or by email: cpdscheme@lawsociety.ie) with a copy of your CPD Scheme record card showing the hours fulfilled to date in that CPD cycle. Please note applications for an extension of time and/or modification of the minimum CPD requirement (other than those modifications permitted under the Scheme) must be accompanied by a fee of €75 (made payable to the Law Society of Ireland)].
I hereby declare that the particulars as set out in this record are correct to the best of my knowledge, information and belief. I understand that I may be asked to produce proof of completion of the CPD Requirement.
Signed: Date: 20