

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:

[illegible]

Part II – Courses delivered:

[illegible]

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 – 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	Name and website 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)

[illegible]

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 _____ to _____ 20____ *[insert dates]*
- ☐ (ii) certified illness** from _____ to _____ 20____ *[insert dates]*
- ☐ (iii) unemployment [including a sabbatical]** from _____ to _____ 20____ *[insert dates]*
- ☐ (iv) part-time practice employed for _____ hours/days per week *[insert details]*
- ☐ (v) I was newly admitted to the Roll on _____ 2013/2014/2015 *[insert dates]*
- ☐ (vi) the fact that I retired from practice as a solicitor during the 2013/2014/2015 *[delete as appropriate]* CPD cycle and that I do not intend to take out a practising certificate for (or be a solicitor in the full-time service of the State during) the practice year 2014/2015/2016 *[delete as appropriate]* or thereafter.
- ☐ (vii) the fact that I am a senior practitioner (i.e. attained at least forty year after my admission to the Roll on _____ 20____ *[insert dates]*)
- ☐ (viii) the fact that I held a practising certificate or was a solicitor in the full-time service of the State for part only of the 2013/2014/2015 *[delete as appropriate]* CPD cycle and only engaged in practice from _____ to _____ 20____ *[insert dates]*

* 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: _____
Solicitor

Date: _____ 20____