

## **CPD REQUIREMENTS - COMPLETING ‘SECTION F’ OF THE PRACTISING CERTIFICATE APPLICATION PRACTICE YEAR 2019**

### **Think before you tick! Do not mislead the Law Society**

Are you about to certify that you have completed your CPD requirements for calendar year 2018? If in any doubt, it is open to you to seek clarification from the Law Society’s CPD Scheme Unit, a better alternative than certifying something that may not be true. In a nutshell, do not, inadvertently or otherwise, tick the wrong box.

Remember that while non-compliance with your CPD requirements raises issues in that context (and as a minimum consequence the shortfall will need to be addressed save in exceptional circumstances), it does not prevent a Practising Certificate from being issued to you. It is better to voluntarily acknowledge the fact that you have not completed your CPD requirements, than have the CPD Scheme Unit discover it later in an audit or otherwise.

**N.B. For a solicitor to certify that s/he has completed his/her CPD requirements when such is not in fact the case, amounts to misleading the solicitors’ professional body, which may result in the solicitor facing an allegation of professional misconduct.**

Please take note of the following:

1. The Practising Certificate Application guidance notes contain guidance as to how to certify correctly under Section F.
2. The CPD Scheme Unit conducts an annual CPD compliance audit and in that context, solicitors may be asked to provide proof of complying with their CPD requirements, not only for the calendar year in question (2018) but also for earlier year(s).
3. Failure by a solicitor to comply with his/her CPD requirements may lead to a financial sanction or to a referral to the Solicitors’ Disciplinary Tribunal.
4. As a reminder, the standard CPD requirements for both calendar year 2018 and calendar year 2017, as well as calendar year 2019, are a total of 20 hours – to include a minimum of 3 hours management and professional development skills and a minimum of 2 hours regulatory matters (or 3 hours regulatory matters of which at least 2 hours must be related to accounting/anti-money laundering compliance where the particular solicitor is a sole practitioner or is a compliance partner and/or an anti-money laundering compliance partner).
5. The Law Society’s CPD Scheme Unit may be contacted by telephone (01-6724802) or by email ([cpdscheme@lawsociety.ie](mailto:cpdscheme@lawsociety.ie)).