

APPENDIX“C”:
FORM OF CPD SCHEME RECORD CARD



THE CONTINUING PROFESSIONAL DEVELOPMENT
SCHEME RECORD CARD

CPD CYCLE FROM 1 JANUARY 20____ TO 31 DECEMBER 20____
(insert year)

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

During the CPD cycle from 1 January 20____ to 31 December 20____ (insert year)

- ☐ I am/ was a Sole Practitioner or a Compliance Partner and/or an Anti-Money Laundering Compliance Partner;
☐ I am not/ was not a Sole Practitioner or a Compliance Partner and/or an Anti-Money Laundering Compliance Partner.
(Please tick the appropriate box above)

1. The minimum CPD requirement for each practice year/CPD cycle is 25 hours (as provided for in the Solicitors (Continuing Professional Development) Regulations 2017 (S.I. No. 539/2017), as amended by the Solicitors (Continuing Professional Development) (Amendment) Regulations 2023 (S.I. No. 419/2023)), of which a minimum of 5 hours must comprise professional development and solicitor wellbeing, and a minimum of 3 hours must comprise client care and professional standards. A solicitor who is a sole practitioner or a compliance partner and/or an anti-money laundering compliance partner shall be required to undertake the minimum CPD requirement of 25 hours for each practice year/CPD cycle, of which a minimum of 5 hours must comprise professional development and solicitor wellbeing, and a minimum of 3 hours must comprise client care and professional standards (of which at least 1 hour shall be accounting and anti-money laundering compliance). The relevant Regulations and the relevant CPD Scheme are accessible in the CPD Compliance section.

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. All queries regarding the CPD Scheme should be directed to the Society's CPD Compliance Unit, (by post: CPD Compliance Unit, Law Society, Blackhall Place, Dublin 7 or by email: cpdcompliance@lawsociety.ie or by telephone: 01-6724803).
* As defined in the Solicitors (Continuing Professional Development) Regulations 2017 (S.I. No. 539/2017), as amended by the Solicitors (Continuing Professional Development) (Amendment) Regulations 2023 (S.I. No. 419/2023) and as elaborated in the CPD Scheme, effective from 1 January 2024.

SECTION A: GROUP STUDY (Minimum 5 hours / 20% of the annual CPD requirement must be completed by 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, professional development and solicitor wellbeing and/or client care and professional standards)

[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. general CPD, professional development and solicitor wellbeing and/or client care and professional standards)

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. general CPD, professional development and solicitor wellbeing and/or client care and professional standards)

SECTION B: eLEARNING (maximum: 20 hours / 80% of a solicitor's minimum CPD requirement (modified or otherwise))

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, professional development and solicitor wellbeing and/or client care and professional standards)

SECTION C: WRITING RELEVANT MATERIAL THAT IS PUBLISHED (maximum: 50% of a solicitor's minimum CPD requirement (modified or otherwise))

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, professional development and solicitor wellbeing and/or client care and professional standards)

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 20____ [insert year] 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 20____ [insert year] CPD cycle.

OR

Part II: I claim modification of the minimum CPD requirement for the 20____ [insert year] CPD cycle by reason of:

[Please tick (i), (iii), (iv), (v), (vi), (vii) and/or (viii), as appropriate]

- ☐ (i) maternity/paternity/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 _____ hours/days per week [insert details] to _____ 20____ [insert dates]
- ☐ (iv) part-time practice employed for _____ 20____ [insert year]
- ☐ (v) I was newly admitted to the Roll on _____ 20____ [insert year]
- ☐ (vi) the fact that I retired from practice as a solicitor during the 20____ [insert year] 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 20____ [insert year] 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 20____ [insert year] 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 Compliance Unit (by post: CPD Compliance Section, Law Society, Blackhall Place, Dublin 7 or by email: cpdcompliance@lawsociety.ie) with your CPD Scheme record card and supporting proofs.

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____