

# 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:

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)

## NOTES

1. The minimum CPD requirement for each practice year/CPD cycle is 20 hours [as provided for in the Solicitors (Continuing Professional Development) Regulations 2017 (S.I. No. 529/2017)], of which a minimum of 3 hours must comprise management and professional development skills\* and a minimum of 2 hours must comprise regulatory matters\*. 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 20 hours for each practice year /CPD cycle, of which a minimum

of 3 hours must comprise management and professional development skills\* and a minimum of 3 hours must comprise regulatory matters (of which at least 2 hours shall be accounting and anti-money laundering compliance\*). 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](http://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 Scheme Unit (by post: CPD Scheme Unit, Law Society, Blackhall Place, Dublin 7 or by email: [cpdscheme@lawsociety.ie](mailto:cpdscheme@lawsociety.ie) or by telephone: 01-6724802).

\* As defined in the Solicitors (Continuing Professional Development) Regulations 2017 (S.I. No. 529/2017) and as elaborated in the CPD Scheme, effective from 1 January 2018.





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, management and professional development skills and/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. general CPD, management and professional development skills and/or regulatory matters]

SECTION B: eLEARNING (maximum: 50% of a solicitor's minimum CPD requirement (modified or otherwise))

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

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

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<b>Date</b>	<b>Title of material</b>	<b>Name of publisher</b>	<b>Date published</b>	<b>CPD hours</b> (minimum CPD credit is 0.5 hours)	<b>Category of CPD</b> (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 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), (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 \_\_\_\_\_ 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 Scheme Unit (by post: CPD Scheme Unit, Law Society, Blackhall Place, Dublin 7 or by email: cpdscheme@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\_\_\_\_\_