

GUIDE TO USING THE EXTENSION WAIVER FOR CPD YEAR 2016

Extension Waiver for CPD Year 2016

For CPD Year 2016 only, if you had CPD Points requirements for CPD Year 2016 but did not fulfil them by 31 December 2016, you have been granted a 'grace period' within which to make up the shortfall in your Points requirements ("Extension Waiver"). The extension period is from 1 January 2017 to 31 March 2017.

Who Should Rely on an Extension Waiver for CPD Year 2016?

You should only rely on the Extension Waiver for CPD Year 2016 if you:

- had CPD Points requirements in CPD Year 2016 (i.e., advocates and solicitors, including locum solicitors, admitted to the Singapore Bar on or after 2 January 2001 who held a Singapore Practising Certificate for more than 5 months during CPD Year 2016); and
- did not fulfil your CPD Year 2016 Points Requirements by 31 December 2016.

Who Need Not Rely on an Extension Waiver for CPD Year 2016?

You need not rely on the Extension Waiver for CPD Year 2016 if you:

- did not have any CPD Points requirements in CPD Year 2016 (for example, advocates and solicitors, including locum solicitors, admitted to the Singapore Bar on or before 1 January 2001); or
- met your CPD Year 2016 Points requirements by 31 December 2016.

Extension
Period:
1 January 2017
to 31 March 2017

- Deadline to
lodge:
- Before PC application
 - In any event, by 30 April 2017

How to Use the Extension Waiver

- Read SILE Advisory CPD-2017-1 on the Extension Waiver for CPD Year 2016 carefully
- Log into your ePortfolio account at <https://www.silecpdcentre.sg/Login/> to check on your CPD Year 2016 Points shortfall. Note how many Public CPD Points and/or Private CPD Points you need to make up.
- Between 1 January 2017 and 31 March 2017, undertake CPD Activities to make up the shortfall in your CPD Points.
- When all the CPD Points you are relying on to completely make up your shortfall have been updated in your ePortfolio, proceed to file the Extension Waiver Notice form available under the Announcements section of your ePortfolio account. You must file the Extension Waiver Notice form before you apply for your practising certificate, and in any event, no later than by 30 April 2017.

Splitting of Points is Not Allowed

Points obtained during the extension period may not be split up and applied towards fulfilling your CPD Points requirements for more than one year.

Example: You obtain 6 Public CPD Points for attending an Accredited CPD Activity on 1 March 2017. You may not "split" the 6 Points into 2 Points for CPD Year 2016 and 4 Points for CPD Year 2017.

Double-counting of Points is Not Allowed

Points obtained during the extension period may not be double-counted (i.e., used to satisfy your CPD Points requirements for more than one year).

Example: You obtain 2 Public CPD Points for attending an Accredited CPD Activity on 7 March 2017. You may use the Points for CPD Year 2016 (under the Extension Waiver) OR for CPD Year 2017, but not both.

Tips on Using the Extension Waiver

- Monitor your ePortfolio closely for the update of Public CPD Points:
You must ensure that the CPD Points you obtained and wish to rely on under the Extension Waiver are updated in ePortfolio before lodging the Extension Waiver Notice. For Public CPD Points, get in touch with the event provider if your ePortfolio has not been updated with the CPD Points you obtained after 2 weeks from the end of the event.
- Don't rely on Accredited CPD Activities which are scheduled too close to the 31 March 2017 deadline for Public CPD Points:
If you intend to renew your practising certificate on or before 1 April 2017, it is recommended that you do not rely on Accredited CPD Activities which are scheduled any later than 15 March 2017 to fulfil any shortfall in your Public CPD Points Requirements. This is because the Public CPD Points obtained from attending such activities may not be updated in your ePortfolio by 31 March 2017 due to the time taken to process attendance records. If the Public CPD Points are not updated in your ePortfolio by 31 March 2017, you will not be able to validly lodge the Extension Waiver Notice even though you obtained the Public CPD Points within the extension waiver period.
- Successful lodgement of the Extension Waiver Notice does not automatically mean that you have validly exercised the Extension Waiver
Check that the CPD Points you obtained and wish to rely on under the Extension Waiver are in fact selected when you submit the Extension Waiver Notice. If you make a mistake, you should re-submit the Extension Waiver Notice. You may submit the Extension Waiver Notice form multiple times before the expiry of 30 April 2017, but only the last submission will be considered.
- Choose the CPD Points on which you wish to rely carefully:
Be careful in selecting the correct CPD Activities when completing the Extension Waiver Notice – whatever you list in the Extension Waiver Notice will count towards your CPD Year 2016 Requirements. You will no longer be able to rely on these activities for your CPD Year 2017 Requirements once they have been listed in the Extension Waiver Notice. You may wish to avoid listing additional activities on the Extension Waiver Notice from which you obtained any CPD Points which exceed your CPD Year 2016 shortfall, since those can be used for your CPD Year 2017 requirements instead. Do remember, however, that points from one event cannot be split up and applied towards fulfilling your CPD Points requirements for more than one year.

CPD Declaration for PC Application

If you have validly exercised the Extension Waiver to fulfil your CPD Year 2016 Points requirements prior to renewing your practising certificate, you will need to make the following declaration when applying to renew your practising certificate:

“The Compliance Committee has granted me a waiver of one or more of the CPD requirements that were applicable to me at any time in the calendar year immediately preceding this practice year and I have complied with every other CPD requirement that was applicable to me in that preceding calendar year.”

Further Resources

Calendar of Accredited Learning Activities:
<http://www.silecpdcentre.sg/calas/>

Video Guide to Lodging Extension Waiver Notice form:
<https://www.silecpdcentre.sg/Lawyer/About-ePortfolio/How-To-Use/>

More information:

Check the SILE CPD Centre at www.sileCPDcentre.sg for full details of the CPD Scheme and your CPD requirements.
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