

Continuing Professional Development Scheme

Advisory

Extension Waiver for CPD Year 2013: CPD-2014-1

Effective Date: 1 January 2014

Last revised: --

1. For CPD Year 2013 only, advocates and solicitors of the Supreme Court of Singapore with CPD points requirements for CPD Year 2013 remaining unfulfilled as at 31 December 2013 will be permitted a 'grace period' to fulfil such CPD points requirements ('Extension Waiver').
2. The period of the Extension Waiver for CPD Year 2013 will be deemed to have commenced on 1 January 2014 and will end on 31 March 2014 ('extension period').
3. During the extension period, solicitors may attend CPD activities and obtain CPD points that can be applied towards fulfilling either their CPD points requirements for CPD Year 2013 or their CPD points requirements for CPD Year 2014.
4. CPD points obtained from undertaking a given CPD activity cannot be split up and applied towards fulfilling CPD points requirements for more than one CPD Year (e.g. for CPD Year 2013 and CPD Year 2014). Also, the same CPD points cannot be double-counted, i.e. used to satisfy requirements for more than one CPD Year (e.g. for CPD Year 2013 and CPD Year 2014).
5. Records and evidence of each CPD activity undertaken must be maintained for three (3) full calendar years from the conclusion of the CPD activity.
6. Solicitors seeking to rely on the Extension Waiver must lodge a formal Extension Waiver Notice. The Extension Waiver Notice should only be lodged after a solicitor has fulfilled his CPD points requirements for CPD Year 2013 by using the extension period. Additionally, the Extension Waiver Notice must be lodged by a solicitor with the Institute prior to that solicitor's application for his/her Singapore practising certificate in 2014 and, in any event, no later than by 30 April 2014 (inclusive).
7. In order to lodge the Extension Waiver Notice, solicitors must access, complete and submit the electronic form which will be made available as a link in each solicitor's ePortfolio homepage from 9 January 2014 to 30 April 2014. A solicitor may access his/her ePortfolio account by logging-in via the SILE CPD Centre at www.sileCPDcentre.sg.
8. Solicitors who rely on the Extension Waiver for CPD Year 2013 shall be subject to an audit of their compliance with their CPD requirements for CPD Year 2013 and, possibly, CPD Year 2014. The audit of CPD requirements is expected to take place from May of each calendar year and is an audit

of a solicitor's fulfilment of CPD requirements in the immediately preceding CPD year. The details of the audit of compliance with CPD Year 2013 requirements will be made known through the publication of a separate advisory at a later date.

IMPORTANT

Advocates and solicitors of the Supreme Court of Singapore who were required to undertake the Mandatory Ethics Programme for CPD Year 2013 but who did not do so should undertake [Mandatory CPD Activity 2014](#) during the extension period towards fulfilling that CPD requirement for CPD Year 2013 (even if they have obtained the full 16 CPD points – at least 8 of which are public CPD points – through attending other CPD activities).

Only ONE session of Mandatory CPD Activity 2014 will be conducted within the extension period as follows:

Date: 28 February 2014 (Friday)

Time: 9.00am to 10.30am

Venue: Subordinate Court Auditorium, Level 9

For more details on the session, please refer to the [Calendar of Accredited Learning Activities](#) in the SILE CPD Centre or contact the organiser, The Law Society of Singapore, at cpd@lawsoc.org.sg.

Solicitors who rely on the Extension Waiver in order to attend Mandatory CPD Activity 2014 (in compliance with the applicable Attendance Policy) in order to fulfil their CPD requirements for CPD Year 2013 must lodge a formal Extension Waiver Notice subject to the same conditions as set out in the main part of this Advisory.

This advisory is deemed to have taken effect from the 'Effective Date'.

Issued on 9 January 2014 by
Office of Continuing Professional Development
Singapore Institute of Legal Education