

## HOW TO EXERCISE THE EXTENSION WAIVER FOR CPD YEAR 2024

<b>STEP</b>	<b><u>Calculate Shortfall</u></b>
<b>1</b>	<p>Log into your ePortfolio account at <a href="https://www.silecpdcentre.sg/Login/">https://www.silecpdcentre.sg/Login/</a> to determine the quantum of your CPD Year 2024 Points shortfall. Make sure you have updated your ePortfolio with any Private CPD Points you obtained in CPD Year 2024. Note how many Public CPD Points and/or Private CPD Points you need to make up.</p> <p>Remember, if you have obtained the minimum number of Public CPD Points, the remaining CPD Points may be fulfilled using <u>either</u> Public or Private CPD Points.</p>
<b>STEP</b>	<b><u>Make Up Shortfall</u></b>
<b>2</b>	<p>Between <b>1 January 2025 and 31 March 2025</b>, undertake CPD Activities to make up the shortfall of CPD Points.</p>
<b>STEP</b>	<b><u>Update ePortfolio with CPD Points</u></b>
<b>3</b>	<p>Log into your ePortfolio account to:</p> <ol style="list-style-type: none"><li>check that your ePortfolio account has been updated with any Public CPD Points obtained in Step 2. (Allow at least 2 weeks for your attendance to be reflected.)</li><li>update your Learning History with any Private CPD Points you have obtained in Step 2.</li></ol>
<b>STEP</b>	<b><u>Lodge Extension Waiver Notice</u></b>
<b>4</b>	<p>Lodge an Extension Waiver Notice using the form available as a hyperlink under the Announcements section of your ePortfolio account.</p> <p>This step must be completed before you apply for your practising certificate ('PC') or foreign practitioner certificate ('FPC') and in any event, no later than by 11.55pm on <b>30 April 2025</b>.</p>
<b>STEP</b>	<b><u>Check for Email Acknowledgement</u></b>
<b>5</b>	<p>Check that you have received an email acknowledgement confirming that you have successfully lodged your Extension Waiver Notice.</p>
<b>STEP</b>	<b><u>Apply for PC/FPC</u></b>
<b>6</b>	<p>Once you have completed Steps 1 to 5, you may proceed to apply for your PC/FPC. You should declare that the Compliance Committee has granted you a waiver of one or more of the CPD requirements applicable to you, i.e.:</p> <ul style="list-style-type: none"><li>- For PC Application: make the declaration under rule 8(b) of the CPD Rules</li><li>- For FPC Application: make the declaration under rule 5(4)(e)(ii) of the Regulated Individual Rules</li></ul>

## Tips on Exercising the Extension Waiver

As the CPD Points you wish to rely on under the Extension Waiver must be updated in ePortfolio before you lodge the Extension Waiver Notice, get in touch with the event provider if your ePortfolio has not been updated with any Public CPD Points you obtained after 2 weeks from the end of the event.

If you intend to renew your PC/FPC on 1 April 2025, it is recommended that you do not rely on Accredited CPD Activities which are scheduled any later than 15 March 2025 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 2025 due to the time taken to process attendance records.

CPD Points obtained from a single CPD Activity cannot be split up and applied towards CPD Points requirements for different CPD Years, even if the CPD Activity takes place over multiple days or comprises separate sessions. E.g., if you attend a two-day conference and wish to rely on CPD Points from the same to fulfil your shortfall, the CPD Points from both Day 1 and Day 2 must be applied to your shortfall.

All CPD Activities you list in your Extension Waiver Notice will count towards your CPD Year 2024 Points Requirements, and you will no longer be able to rely on these activities for your CPD Year 2025 Requirements. You may wish to avoid listing additional activities on the Extension Waiver Notice from which you obtained any CPD Points in excess of your CPD Year 2024 shortfall, since those can be used for your CPD Year 2025 requirements instead.

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 2025, but only the last submission will be considered.

## Important Notes

Unless you lodge the Extension Waiver Notice, any CPD Points obtained during the extension period will count towards your CPD Year 2025 Points Requirements.

Successful lodgement of the Extension Waiver Notice does not automatically mean that you have validly exercised the Extension Waiver. It is only upon audit that the Institute may call on you to clarify the details of any Extension Waiver Notice lodged and provide documentary evidence of your compliance with your CPD Requirements.

## Need Assistance?

Please see <https://www.silecpdcentre.sg/Lawyer/About-ePortfolio/How-To-Use/> for guidance on logging into ePortfolio, updating your Private CPD Points, or lodging an Extension Waiver Notice. For all other queries, please write to us using the Contact form at <https://www.silecpdcentre.sg/contact/>.