

Continuing Professional Development Scheme

Advisory

Extension Waiver for CPD Year 2015: CPD-2016-1

Effective Date: 1 January 2016

Last revised: --

- 1 For CPD Year 2015 only, advocates and solicitors of the Supreme Court of Singapore with CPD Points requirements for CPD Year 2015 remaining unfulfilled as at 31 December 2015 will be permitted a 'grace period' to fulfil such CPD Points requirements ('Extension Waiver').
- 2 The period of the Extension Waiver for CPD Year 2015 will be deemed to have commenced on 1 January 2016 and will end on 31 March 2016 ('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 2015 or their CPD Points requirements for CPD Year 2016.
- 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 2015 and CPD Year 2016). 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 2015 and CPD Year 2016).
- 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 2015 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 2016 and, in any event, no later than by 30 April 2016 (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 15 January 2016 to 30 April 2016. A solicitor may access his/her ePortfolio account by logging in through the SILE CPD Centre at www.sileCPDcentre.sg. A video guide on lodging the Extension Waiver Notice may be accessed at <https://silecpdcentre.sg/Lawyer/About-ePortfolio/How-To-Use/>.
- 8 Solicitors who rely on the Extension Waiver for CPD Year 2015 shall be subject to an audit of their compliance with their CPD Requirements for CPD Year 2015 and, possibly, CPD Year 2016. 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 2015 requirements will be made known through the publication of a separate advisory at a later date.

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

Issued on 15 January 2016 by
Office of Continuing Professional Development
Singapore Institute of Legal Education