

## Continuing Professional Development Scheme

### Advisory CPD-2015-1

#### Extension Waiver and Mandatory Ethics Programme Attendance Waiver for CPD Year 2014

Effective Date: 1 January 2015

Last revised: --

##### Extension Waiver

1. For CPD Year 2014 only, advocates and solicitors of the Supreme Court of Singapore with CPD points requirements for CPD Year 2014 remaining unfulfilled as at 31 December 2014 will be permitted a 'grace period' to fulfil such CPD points requirements ('Extension Waiver').
2. The period of the Extension Waiver for CPD Year 2014 will be deemed to have commenced on 1 January 2015 and will end on 31 March 2015 ('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 2014 or their CPD points requirements for CPD Year 2015.
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 2014 and CPD Year 2015). 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 2014 and CPD Year 2015).

##### Mandatory Ethics Programme Attendance Waiver

5. Solicitors who were required to undertake the Mandatory Ethics Programme for CPD Year 2014 ('Programme') in CPD Year 2014 but who did not do so will be permitted to watch a video recording of a session of the Programme during the extension period (i.e. by 31 March 2015) in satisfaction of that CPD requirement ('Mandatory Ethics Programme Attendance Waiver').
6. The video recording of the Programme is hosted by the Law Society of Singapore at its e-learning portal (<http://www.lawsoc.org.sg/en-gb/home.aspx>). Solicitors may view the video recording for a fee payable to the Society, and may obtain 1 Private CPD point for viewing the complete video recording of the Programme.

##### Lodging of Formal Extension Waiver Notice

7. Solicitors seeking to rely on the Extension Waiver or the Mandatory Ethics Programme Attendance Waiver must lodge a formal Extension Waiver Notice. The Extension Waiver Notice should only be lodged after a solicitor has fulfilled his/her CPD points requirements for CPD Year 2014 by using the extension period, or has completed viewing the video recording of the Programme, as applicable. 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 2015 and, in any event, no later than by 30 April 2015 (inclusive).

8. 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 12 January 2015 to 30 April 2015. A solicitor may access his/her ePortfolio account by logging-in through the SILE CPD Centre at [www.sileCPDcentre.sg](http://www.sileCPDcentre.sg).

9. Records and evidence of each CPD activity undertaken must be maintained for three (3) full calendar years from the conclusion of the CPD activity.

10. Solicitors who rely on the Extension Waiver for CPD Year 2014 and/or the Mandatory Ethics Programme Attendance Waiver shall be subject to an audit of their compliance with their CPD requirements for CPD Year 2014 and, possibly, CPD Year 2015. 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 2014 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 12 January 2015 by  
Office of Continuing Professional Development  
Singapore Institute of Legal Education