



## Claiming Private CPD Points

Not sure how to claim Private CPD Points for a non-accredited activity? **Here's how:**

1

Satisfy yourself that the activity you have undertaken meets the criteria for a 'CPD Activity' as set out under rule 3 of the CPD Rules 2012 read with the CPD Guidelines 2017.

2

Ensure that you have complied strictly with the Attendance Policy set out at para 12 of the CPD Guidelines 2017. This includes not being absent from the CPD Activity for more than 15 minutes if it is longer than an hour.

3

Calculate the number of Private CPD Points you may claim in the manner set out at paras 14, 15, 16, 19, 20 or 21 of the CPD Guidelines 2017.

4

Keep a record of your participation in the CPD Activity by updating your ePortfolio account in the SILE CPD Centre to reflect the Private CPD Points you are claiming. See rule 10 of the CPD Rules 2012 read with para 22 CPD Guidelines 2017.

5

Keep evidence of your participation in the CPD Activity, such as registration confirmation, attendance records and participant materials. See rule 10 of the CPD Rules 2012 read with para 23 of the CPD Guidelines 2017.

Note: The Institute generally does not provide confirmation to individuals of whether specific non-accredited activities qualify for claims of Private CPD Points. Under rule 11 of the CPD Rules 2012, a solicitor may be called upon to produce to the Institute records to demonstrate that he/she has complied with his/her CPD Requirements for a given CPD Year. It is only at such an audit phase that the Institute will assess the specific activities undertaken by a solicitor to determine whether CPD Points requirements have been complied with, amongst other things.

For more information on the SILE CPD Scheme generally, please visit [www.sileCPDcentre.sg](http://www.sileCPDcentre.sg).