

GUIDE TO USING THE EXTENSION WAIVER FOR CPD YEAR 2017

Extension Waiver for CPD Year 2017

For CPD Year 2017 only, if you had CPD Points requirements for CPD Year 2017 but did not fulfil them by 31 December 2017, you have been granted a 'grace period' within which to make up the shortfall in your Points requirements ("Extension Waiver"). The extension period is from 1 January 2018 to 31 March 2018.

How to Use the Extension Waiver

- Read SILE Advisory CPD-2018-1 on the Extension Waiver for CPD Year 2017 carefully.
- Log into your ePortfolio account at <https://www.silecpdcentre.sg/Login/> to check on your CPD Year 2017 Points shortfall. Note how many Public CPD Points and/or Private CPD Points you need to make up.
- Between 1 January 2018 to 31 March 2018, undertake CPD Activities to make up the shortfall in your CPD Points.
- When all the CPD Points you are relying on to completely make up your shortfall have been updated in your ePortfolio, proceed to file the Extension Waiver Notice form available under the Announcements section of your ePortfolio account. You must file the Extension Waiver Notice form before you apply for your practising certificate (or foreign practitioner certificate, as the case may be), and in any event, no later than by 30 April 2018.

Double-counting of Points is Not Allowed

Points obtained during the extension period may not be double-counted (i.e., used to satisfy CPD Points requirements for more than one year).

Example: You obtain 2 Public CPD Points for attending an Accredited CPD Activity on 7 March 2018. You may use the Points for CPD Year 2017 (under the Extension Waiver) OR for CPD Year 2018, but not both.

Splitting of Points is Not Allowed

Points obtained during the extension period may not be split up and applied towards fulfilling your CPD Points requirements for more than one year.

Example: You obtain 6 Public CPD Points for attending an Accredited CPD Activity on 1 March 2018. You may not "split" the 6 Points into 2 Points for CPD Year 2017 and 4 Points for CPD Year 2018.

CPD Declaration for PC Application

If you have validly exercised the Extension Waiver to fulfil your CPD Year 2017 Points requirements prior to renewing your practising certificate, you will need to make the following declaration when applying to renew your practising:

"The Compliance Committee has granted me a waiver of one or more of the CPD requirements that were applicable to me at any time in the calendar year immediately preceding this practice year and I have complied with every other CPD requirement that was applicable to me in that preceding calendar year."

CPD Declaration for FPC Application

If you have validly exercised the Extension Waiver to fulfil your CPD Year 2017 Points requirements prior to renewing your foreign practitioner certificate, you will need to make the following declaration when applying to renew your foreign practitioner certificate:

"The Compliance Committee appointed under the Legal Profession (Continuing Professional Development) Rules 2012 has granted me a waiver of one or more of the CPD requirements that were applicable to me at any time in the calendar year immediately preceding the practice year in which I am seeking to be registered under section 36B of the LPA; and I have complied with every other CPD requirement that was applicable to me at any time in the calendar year immediately preceding that practice year."

Tips on Using the Extension Waiver

- Monitor your ePortfolio closely for the update of Public CPD Points:
You must ensure that the CPD Points you obtained and wish to rely on under the Extension Waiver are updated in ePortfolio before lodging the Extension Waiver Notice. For Public CPD Points, get in touch with the event provider if your ePortfolio has not been updated with the CPD Points you obtained after 2 weeks from the end of the event.
- Don't rely on Accredited CPD Activities which are scheduled too close to the 31 March 2018 deadline for Public CPD Points:
If you intend to renew your practising certificate (or foreign practitioner certificate, as the case may be) on 1 April 2018, it is recommended that you do not rely on Accredited CPD Activities which are scheduled any later than 15 March 2018 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 2018 due to the time taken to process attendance records. If the Public CPD Points are not updated in your ePortfolio by 31 March 2018, you will not be able to validly lodge the Extension Waiver Notice even though you obtained the Public CPD Points within the extension waiver period.
- Successful lodgement of the Extension Waiver Notice does not automatically mean that you have validly exercised the Extension Waiver
Check that the CPD Points you obtained and wish to rely on under the Extension Waiver are in fact selected when you submit the Extension Waiver Notice. 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 2018, but only the last submission will be considered.
- Choose the CPD Points on which you wish to rely carefully:
Be careful in selecting the correct CPD Activities when completing the Extension Waiver Notice – whatever you list in the Extension Waiver Notice will count towards your CPD Year 2017 Requirements. You will no longer be able to rely on these activities for your CPD Year 2018 Requirements once they have been listed in the Extension Waiver Notice. You may wish to avoid listing additional activities on the Extension Waiver Notice from which you obtained any CPD Points which exceed your CPD Year 2017 shortfall, since those can be used for your CPD Year 2018 requirements instead. Do remember, however, that points from one event cannot be split up and applied towards fulfilling your CPD Points requirements for more than one year.

Deadline to lodge notice:

- Before PC / FPC application
- In any event, by 30 April 2018

Further Resources

Calendar of Accredited Learning Activities:
<http://www.silecpdcentre.sg/calas/>

Video Guide to Lodging Extension Waiver Notice form:
<https://www.silecpdcentre.sg/Lawyer/About-ePortfolio/How-To-Use/>

Extension Period:
1 January 2018 to
31 March 2018

More information:

Check the SILE CPD Centre at www.sileCPDcentre.sg for full details of the CPD Scheme and your CPD requirements.