

Continuing Professional Development Application for Extension

This is an application for an extension to comply with the Continuing Professional Development Requirements as defined in the *Queensland Law Society Administration Rule 2005*.

Please read the information on the reverse of this form prior to submitting your application

1. Applicant details

Surname	First name
Other names	Title (Mr, Mrs, Ms, Dr etc)
Email	Date of application
Address for correspondence	

2. Reasons for Non-Compliance

Attach additional pages/supporting information if required

Reasons for non compliance – Please provide details as to the reasons for non compliance

CPD plan – Please provide information as to how many units are still needed to comply and how you intend to attain units needs

Undertaking

I declare that I have not complied with the CPD requirements indicated above and I undertake to comply with the requirements as indicated above within 90 days of the end of the CPD year (by 30 June)

Additional information is attached to this form to support this application (*please keep supporting information concise and to the point*).

Signature of applicant

Dated (DD/MM/YYYY)

Submit applications to: cpd@qls.com.au

Please see overleaf for information on the Continuing Professional Development Scheme >

About the Continuing Professional Development Scheme

The scheme is based upon self-assessment. It is up to each practitioner to assess what types of activities are suited to his or her specific circumstances.

Activities do not necessarily have to be legal in content but must be relevant to legal practice.

Activities that can be claimed as CPD units include attending seminars, conferences, workshops, lectures, and using online learning packages and audio visual material.

No or low cost CPD activities

No or low cost CPD activities include attending properly organised discussion groups, preparing and presenting legal seminars, attending in-house seminars, participating as a member of a relevant committee, online resources and writing articles published in law journals or approved publications, attending free seminars run on an occasional basis by the Queensland Law Society, Queensland Courts and by the various district law associations.

Queensland Law Society Administration Rule 2005

49A Extensions

The CPD Committee may, upon application in writing from a legal practitioner prior to the expiry of a CPD year, grant the practitioner an extension of time within which to comply with this Part upon any conditions the CPD Committee considers appropriate.

**For further information on the scheme,
please contact the CPD Administrator**

1300 367 757 | cpd@qls.com.au

Privacy statement

Collection notice

The Queensland Law Society Incorporated (we, us, our) collects your personal information on this form for the purposes of processing and considering your application for extension from complying with the continuing professional development rules. If you do not provide full details in the mandatory fields, your application cannot be assessed. We may verify the information you have provided, for example, by contacting any individual or entity you have listed on this form.

Relevant legislation

We are authorised to collect your personal information under the *Legal Profession Act 2007* ('the Act'), *Legal Profession Regulation 2017* ('the Regulation'), *Legal Profession (Society) Rules 2007*, and the *Queensland Law Society Administration Rule 2005*. Our use and disclosure of your personal information is governed by the Act, the *Information Privacy Act 2009* (Qld) and the *Privacy Act 1988* (Cth).

What do we do with the information you provide?

Information will be used by us to update our database and carry out our functions under the Act, the Regulation and rules made under the Act.

The information you provide may be used to decide whether to refer your application to the CPD Committee, our Professional Regulation Department and/or the Executive Council. This information may be used to determine whether to refuse to issue, cancel or suspend or place further conditions on your practising certificate.

If any of the information you provide is false, inaccurate, misleading or otherwise warrants such action being taken, disciplinary action against you may be taken by us and may be subject to referral to the Legal Services Commission.

Who do we disclose information to?

We may disclose the information collected on this form to:

- the CPD Committee (see CPD Guide on our website for further information)
- Our Professional Regulation Department
- The Executive Council
- the Legal Services Commission pursuant to the information sharing agreement made pursuant to s 704 of the Act
- corresponding authorities under arrangements made pursuant to s 481 of the Act
- Individuals or entities you have listed on this form

How we communicate with you

The information you provide will be used to contact you regarding the decision. The Society may provide notices to you by electronic communication. By completing this application, your consent to this form of contact is taken to be given.

Privacy policy

Our privacy policy contains information about how you may access and apply to amend your personal information as well as how to complain about a breach of your privacy. View our Privacy Policy (qls.com.au/About_QLS/Site_policies_disclaimers/Privacy_policy) for full details.