

Continuing Professional Development Application for Exemption

This is an application for an exemption 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. Basis for Exemption

Attach additional pages/supporting information if required

Period in practice: <input type="checkbox"/> Less than 40 years <input type="checkbox"/> 40 or more years	Type of exemption: <input type="checkbox"/> Complete <input type="checkbox"/> Pro rata
Basis on which exemption is sought:	
<input type="checkbox"/> Rule 49(1)(a)(i)	The practitioner has been in practice for a period exceeding forty years, and holds a practising certificate other than a principal practising certificate.
<input type="checkbox"/> Rule 49(1)(a)(ii)	The practitioner has been in practice for a period exceeding forty years, and is a notary public whose sole reason for holding a practising certificate is to continue to act as a notary public.
<input type="checkbox"/> Rule 49(1)(b)	By reason of the practitioner's geographical location, a physical disability or any particular exigencies of the practitioner's practice, the practitioner has experienced particular hardship or difficulty in complying with these rules.
<input type="checkbox"/> Rule 49(1)(c)	The practitioner has been substantially absent from practice because of parenting leave, unemployment or illness. Date leave commenced (DD/MM/YYYY) _____ Date of return to employment (DD/MM/YYYY) _____ Please notify the Committee when you return to practice. The extent of your exemption will be confirmed after this date.
<input type="checkbox"/> Rule 49(1)(d)	There are special circumstances warranting an exemption.

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.

CPD Committee Considerations

The CPD Committee meets on a regular basis to consider applications for exemption from the CPD Scheme.

There are a number of CPD activities that are readily accessible to practitioners who are in geographically remote locations, whose mobility is limited by physical disability, or who are in financial difficulty. If the CPD Committee believes that you may have ready access to these options, you may not be granted an exemption under the rule.

The CPD Committee considers special circumstances on a case by case basis.

Continuing Professional Development Scheme rules – 2005

[Part 6, *Queensland Law Society Administration Rule 2005*]

Queensland Law Society Administration Rule 2005

49 Exemptions

- (1) The CPD Committee may, upon application in writing from a legal practitioner in a form approved by the CPD Committee, exempt in whole or in part a practitioner from compliance with this part during a CPD year on such conditions as it may specify, if –
 - (a) the practitioner has been in practice for a period exceeding forty years, and –
 - (i) holds a practising certificate other than a principal practising certificate; or
 - (ii) is a Notary Public whose sole reason for holding a practising certificate is to continue to act as a Notary Public; or
 - (b) by reason of the practitioner's geographical location, a physical disability or any particular exigencies of the practitioner's practice, the practitioner has experienced particular hardship or difficulty in complying with these rules;
 - (c) the practitioner has been substantially absent from practice because of parenting leave, unemployment or illness; or
 - (d) the CPD Committee considers that there are special circumstances warranting it doing so.
- (2) A legal practitioner who commences or recommences practice on or after the start of the CPD year must undertake during the balance of the CPD year such continuing professional development as is referable to the balance of the CPD year, on a pro rata basis but, a practitioner who holds a practising certificate for less than 28 days in a CPD year is exempt from the obligation to comply with these rules during the CPD year.
- (3) An application under subrule (1)(a) may be an application for a permanent exemption from compliance with this part whilst the legal practitioner remains eligible under subrule (1)(a).
- (4) An application under subrule (1) must be made by 30 September following the CPD year for which the exemption is sought.

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 exemption 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.