

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

WE RESPECT YOUR PRIVACY.

This form asks for *personal information*. Please refer to our **Personal Information Collection Notice** for more details. The notice can be accessed here <https://www.qls.com.au/Content-Collections/Policies/Personal-Information-Collection-Notice> If you have any questions or are unable access it online, please contact us on 1300 367 757.

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

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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