



Queensland
Law Society

Continuing Professional Development (CPD)

myQLS Practitioner User Guide

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1. Introduction

1.1 Overview

The CPD Portal within [myQLS](#) allows practitioners to:

1. View their CPD progress
2. Record CPD activities
3. Upload supporting documents
4. Track compliance against CPD requirements
5. Monitor progress across CPD categories
6. Prepare for practising certificate renewal

The portal is designed to provide a single location for managing your CPD records throughout the CPD year. The portal provides visibility of completed units, remaining requirements and overall compliance status.

1.1 Before you begin

This guide explains how to use the CPD Portal.

For information about:

- CPD reporting requirements
- Required CPD units
- CPD categories
- Compliance obligations
- Extensions and exemptions
- CPD audits

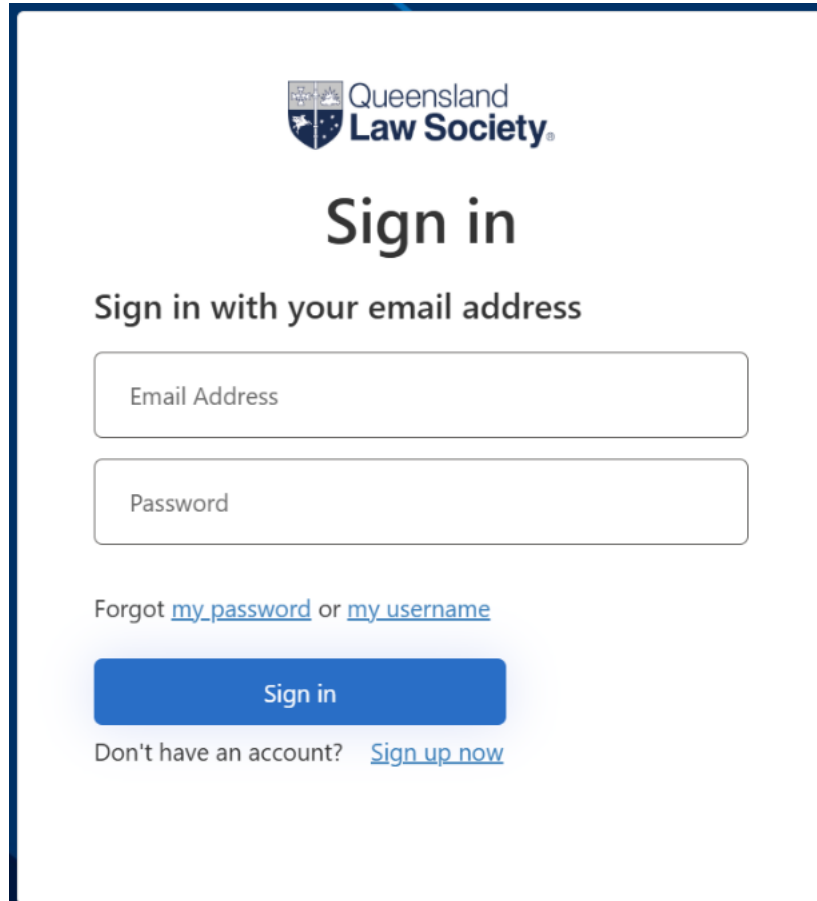
please refer to the official [CPD Guide](#).

2. Accessing the CPD Portal

2.1 Logging in

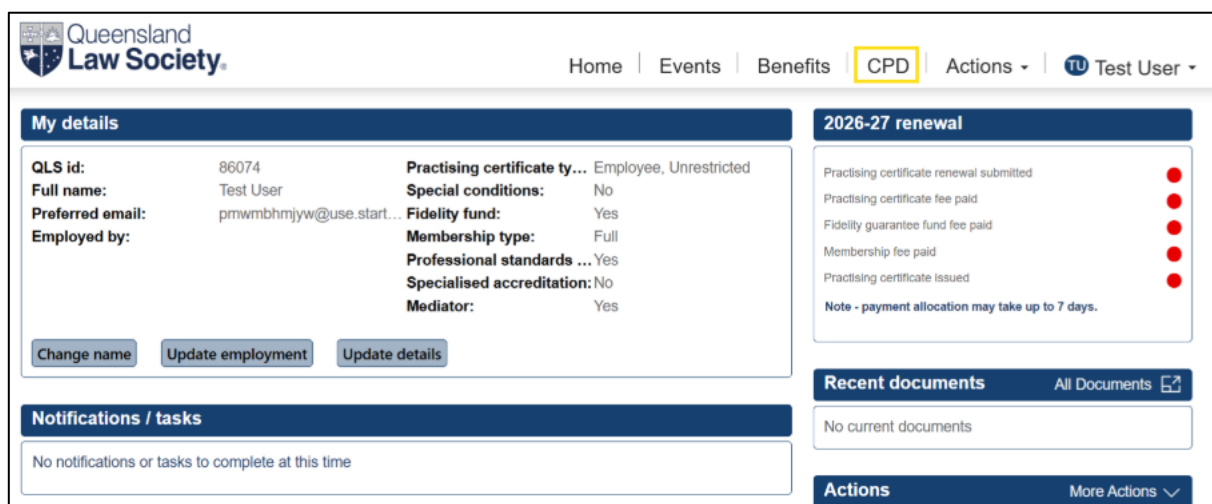
Go to the [myQLS](#) portal.

Sign in using your myQLS credentials.



The screenshot shows the 'Sign in' page of the Queensland Law Society. At the top is the logo. Below it, the text 'Sign in' is prominently displayed, followed by 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below these fields, there are links for 'Forgot my password' and 'Forgot my username'. A blue 'Sign in' button is centered below the links. At the bottom, there is a link for 'Sign up now' for users who don't have an account.

Select **CPD** from the navigation menu.



The screenshot shows the CPD portal dashboard. The top navigation bar includes 'Home', 'Events', 'Benefits', 'CPD' (highlighted), 'Actions', and 'TU Test User'. The main content area is divided into several sections: 'My details' with a table of user information, '2026-27 renewal' with a progress bar, 'Recent documents' with a list of documents, and 'Notifications / tasks' with a message. The 'My details' section includes fields for QLS id, Full name, Preferred email, Employed by, Practising certificate type, Special conditions, Fidelity fund, Membership type, Professional standards, Specialised accreditation, and Mediator. The '2026-27 renewal' section shows a progress bar with five red dots indicating the status of various renewal steps. The 'Recent documents' section shows a list of documents. The 'Notifications / tasks' section shows a message about notifications.

3. Understanding Your CPD Dashboard

3.1 CPD Home Page

The CPD Home Page provides an overview of your CPD position for the selected CPD year. It includes:

- Required CPD units
- Completed CPD units
- Progress by category
- Overall compliance status
- Access to CPD activities and supporting documents

The dashboard provides a summary view to help you monitor your progress throughout the CPD year.

Information on your CPD requirements can be found in the [CPD Guide](#).

You can view your CPD compliance for the **Current CPD Year** or the **Previous CPD Year** by toggling the field in the top right corner.

Queensland Law Society

Home | Events | CPD | Actions ▾ | **CPD 05 Test Profile ▾**

Continuing Professional Development (CPD)

See the [QLS CPD](#) page for full details, including our Guide on Continuing Professional Development.

Current CPD Year ▾
Current CPD Year
Previous CPD Year

Current Practising Certificate (2026/27) CPD Status

Units required: 10

Units achieved: 11

PC CPD Status: Compliant

CPD Category	Units Required	Units Achieved	Units Exempt	Compliance Status
Practical Legal Ethics	1	0	0	Non-Compliant
Practice Management & Business Skills	1	2	0	Compliant
Professional Skills	1	4	0	Compliant
Substantive Law & Specialisation	0	5	0	Compliant

Please Note: It may take up to 15 minutes for CPD you add to be reflected in your compliance status.

[+ Add CPD](#) [Download](#)

Activity Name ▾	Date Completed ▾	CPD Units	Issuer	Practical Legal Ethics	Professional Skills	Practice Management & Business Skills	Substantive Law & Specialisation	Specialist Accreditation Area	Content Format	CPD Year
Course	05/10/2026	4.0	Queensland				Substantive Law		Lecture	CPD 2026

Note: Any changes to your compliance may take up to 15 minutes to be reflected in this table.

3.2 CPD Activity table

The dashboard will also list all your recorded CPD activities with myQLS. This includes a record of all activities that have ever been recorded with QLS.

You can download the complete record of your activities by using the **Download** button.

Add CPD

Download

Activity Name ↓	Date Completed ↓	CPD Units	Issuer	Practical Legal Ethics	Professional Skills	Practice Management & Business Skills	Substantive Law & Specialisation	Specialist Accreditation Area	Content Format	CPD Year	
Course	05/10/2026	4.0	Queensland Law Society				Substantive Law		Lecture		🔍
Stef	18/09/2026	1.0	Queensland Law Society				Specialisation		Workshop	CPD Period 26-27	🔍
Crouse	01/06/2026	2.0	Queensland Law Society			Cost rules			Course	CPD Period 26-27	🔍
Test5	01/06/2026	4.0	Queensland Law Society		Career and Personal Development				Private study of audio / visual material recording of an event that occurred in the relevant CPD year	CPD Period 26-27	🔍
Asdf	28/10/2025	2.0	asdfijwe9r8u				Substantive Law		Multi Media	CPD Period 25-26	🔍
Mediation & the Dangers of Diluting the Process	18/02/2025	1.0			Negotiation and Mediation Skills				Seminar	CPD Period 24-25	🔍
Legal Aid Queensland Civil Law Conference Day 2 of 2	06/02/2025	5.0			[other]		Substantive Law		Conference	CPD Period 24-25	🔍
Legal Aid Queensland Civil Law Conference Day 1 of 2	05/02/2025	6.0		[other]	[other]	Risk management	Substantive Law		Conference	CPD Period 24-25	🔍
Scams and Consumer Rights	24/10/2024	1.0					Substantive Law		Seminar	CPD Period 24-25	🔍
Creating Cultural Safety in the Workplace	12/09/2024	1.0			Communication and Interpersonal Skills				Seminar	CPD Period 24-25	🔍

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QLS website

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4. Record a CPD Activity

4.1 Add a new activity

To record a CPD activity:

1. Select **Add CPD**.

The screenshot shows the Queensland Law Society's Continuing Professional Development (CPD) portal. The header includes the QLS logo and navigation links: Home, Events, Benefits, CPD, Actions, and a user profile for 'TU Test User'. The main heading is 'Continuing Professional Development (CPD)' with a link to the QLS CPD page. A section titled 'Current Practising Certificate (2025/26) CPD Status' shows 'Units required: 0', 'Units achieved: 0', and 'PC CPD Status: Non-Compliant'. To the right, a table displays CPD categories and their status:

CPD Category	Units Required	Units Achieved	Units Exempt	Category Status
Practical Legal Ethics	1	0	0	Non-Compliant
Professional Skills	1	0	0	Non-Compliant
Practice Management & Business Skills	1	0	0	Non-Compliant
Uncategorised	0	0	0	Compliant

A note states: 'Please Note: It may take up to 15 minutes for CPD you add to be reflected in your compliance status.' Below this, there are two buttons: 'Add CPD' (highlighted with a yellow box) and 'Download'. At the bottom, a table lists existing CPD activities:

Activity Name	Date Completed	CPD Units	Issuer	Practical Legal Ethics	Professional Skills	Practice Management & Business Skills	Substantive Law & Specialisation	Specialist Accreditation Area	Content Format	CPD Year
Test5	01/06/2026	5.0	Queensland Law Society		Career and personal development				Research, preparation or editing of a legal article	26-27 CPD Year

The footer contains links to the QLS website, Terms and Conditions, Privacy, and Help, along with the copyright notice '© Queensland Law Society 2026'.

2. Complete all mandatory fields.
3. Enter the activity details.
4. Select the relevant CPD category.
5. Enter the units applicable to the activity.
6. Upload supporting documentation (if required).
7. Save your activity.

Continuing Professional Development (CPD)

[Details](#)
[Supporting Documentation](#)

Activity

See the [QLS CPD](#) page for full details, including our Guide on Continuing Professional Development.

* Name of the Course, Event or Action taken

* Content Format

* Date you completed the qualification

* Course Provided By

- ☐ Queensland Law Society
☐ Other Course Provider

CPD Units & Allocation

* CPD applies to

* Period

* Units

CPD Units

Professional Skills

Practice Management & Business Skills

Practical Legal Ethics

Substantive Law

[Close](#)
[Next](#)

Current CPD Year

Current Practising Certificate (2026/27) CPD Status

Units required: 10

Units achieved: 11

PC CPD Status: Compliant

CPD Category	Units Required	Units Achieved	Units Exempt	Category Status
Practical Legal Ethics	1	0	0	Non-Compliant
Practice Management & Business Skills	1	2	0	Compliant
Professional Skills	1	4	0	Compliant
Substantive Law & Specialisation	0	5	0	Compliant

Checklist of CPD details to enter

- ☐ Name of the Course, Event or Action taken
- ☐ Content Format
- ☐ Date you completed the qualification
- ☐ Course Provided By
- ☐ Units
- ☐ Select CPD Category

4.2 Mandatory information

You will be required to provide:

- Name of the Course, Event or Action taken
- Date you completed the qualification
- Content format
- Provider or organiser
- CPD category
- Number of CPD units

Information on CPD categories, formats, and units can be found in the [CPD Guide](#).

4.3 Specialist Accreditation

If you have a Specialist Accreditation with QLS, you can elect to count the CPD activity towards either your Specialist Accreditation or your Practising Certificate.

You can do this by updating the 'CPD Applies to' field.

CPD Units & Allocation

* CPD applies to

Practising Certificate

Select

Practising Certificate

Specialist Accreditation

Professional Skills

* Period

Current PC 2026/27

CPD Units

Practice Management & Business Skills

Select

Practical Legal Ethics

Select

Substantive Law

Select

Close

Next

Specialisation	0	2	0	Compliant
Specialist Accreditation	10	8	0	Non-Compliant

Checklist of CPD details to enter

- Name of the Course, Event or Action taken
- Content Format
- Date you completed the qualification
- Course Provided By
- Units
- Select CPD Category

Once you have selected **Specialist Accreditation**, you will be able to nominate your field of accreditation:

CPD Units & Allocation

* CPD applies to

Specialist Accreditation

* Period

Current PC 2026/27

* Units

CPD Units

* Specialist Accreditation Category

Select which area of specialisation the CPD applies to.

Family Law

Select

Family Law

Close

Next

Any units added this way will count towards your **Specialist Accreditation Compliance** total.

See the QLS CPD page for full details, including our Guide on Continuing Professional Development. For further details on Specialist Accreditation CPD, see the QLS Specialist Accreditation Handbook .					
Current Practising Certificate (2026/27) CPD Status					
Units required:	15				
Units achieved:	18				
PC CPD Status:	Compliant				
Specialist Accreditation units required:	10				
		CPD Category	Units Required	Units Achieved	Units Exempt
		Practical Legal Ethics	1	0	0
		Practice Management & Business Skills	1	4	0
		Professional Skills	1	4	0
		Substantive Law & Specialisation	0	2	0
		Specialist Accreditation	10	8	0
				Category Status	
				Non-Compliant	
				Compliant	
				Compliant	
				Compliant	
				Non-Compliant	

See the QLS [Specialist Accreditation Handbook](#) for more information.

5. Upload Supporting Documents

5.1 Attach supporting evidence

Supporting documents may include:

- Attendance certificates
- Course completion certificates
- Event confirmations
- Other evidence supporting the activity

To upload a document:

1. Once you've entered all details of the activity, select **Next**.



Home | Events | Benefits | CPD | Actions ▾ |  Test User

Continuing Professional Development (CPD)

Details

Supporting Documentation

See the [QLS CPD](#) page for full details, including our Guide on Continuing Professional Development.

* Name of the Course, Event or Action taken

Course

* Content Format

Private study of audio / visual material recording of an event that occurred in ▾

* Date you completed the qualification

10/08/2026 

* Course Provided By

☒ Queensland Law Society

☐ Other Course Provider

* CPD applies to

Practising Certificate

* Hours

7

CPD Units

7

No Maximum Limit per CPD Year. Applicable Rule(s): 48(2).
Each hour is 1 CPD unit.

* Category

Select the category which best describes the CPD you are entering.

Professional Skills

Legal research ▾

Practical Legal Ethics

Select

Practice Management & Business Skills

Select

Substantive Law

Select

Close

Next

Current Practising Certificate (2025/26) CPD Status

Units required: 0

Units achieved: 0

PC CPD Status: Non-Compliant

CPD Category	Units Required	Units Achieved	Units Exempt	Category Status
Professional Skills	1	0	0	Non-Compliant
Uncategorised	0	0	0	Compliant
Practical Legal Ethics	1	0	0	Non-Compliant
Practice Management & Business Skills	1	0	0	Non-Compliant

Checklist of CPD details to enter

 You have entered all mandatory details. Please proceed to the Next step.

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2. Select **Add Files**.

The screenshot shows the Queensland Law Society website interface. At the top, the logo and navigation links (Home, Events, Benefits, CPD, Actions, and a user profile 'TU Test User') are visible. The main heading is 'Continuing Professional Development (CPD)'. Below this, there are two tabs: 'Details' (which is active and has a checkmark) and 'Supporting Documentation'. Under the 'Supporting Documentation' tab, there is a text prompt 'e.g. certificate of attendance, course outline, article copy.' and a blue button labeled 'Add files' with a plus icon, which is highlighted with a yellow rectangle. Below the button is a light orange message box stating 'There are no folders or files to display.' At the bottom of the main content area, there are two buttons: 'Previous' and 'Finish'. The footer contains links to 'QLS website', 'Terms and Conditions', 'Privacy', 'Help', and a copyright notice '© Queensland Law Society 2026'.

3. Browse for the file.
4. Select **Finish** to save your changes.

6. View and Manage Activities

6.1 Locate existing activities

Once an activity has been recorded, it will be added to your CPD Home Page (see 3.1).

Please note, any changes may take up to 15 minutes to be reflected in the Home Page.

You may use this table to:

- View all recorded activities
- Open activity details
- Edit specific records
- Delete specific records
- Review uploaded documents

*Note: only CPD records that have **not** been already allocated to a historical CPD period may be edited or deleted.*



Home | Events | Benefits | CPD | Actions ▾ | TU Test User ▾

Continuing Professional Development (CPD)

See the [QLS CPD page](#) for full details, including our Guide on Continuing Professional Development.

Current Practising Certificate
(2025/26) CPD Status

Units required: 0

Units achieved: 0

PC CPD Status: Non-Compliant

CPD Category	Units Required	Units Achieved	Units Exempt	Category Status
Practical Legal Ethics	1	0	0	Non-Compliant
Professional Skills	1	0	0	Non-Compliant
Practice Management & Business Skills	1	0	0	Non-Compliant
Uncategorised	0	0	0	Compliant

Please Note: It may take up to 15 minutes for CPD you add to be reflected in your compliance status.

Add CPD

Download

Activity Name ▾	Date Completed ▾	CPD Units	Issuer	Practical Legal Ethics	Professional Skills	Practice Management & Business Skills	Substantive Law & Specialisation	Specialist Accreditation Area	Content Format	CPD Year	
Course	10/08/2026	7.0	Queensland Law Society		Legal research				Private study of audio / visual material recording of an event that occurred in the relevant CPD year	26-27 CPD Year	
Test5	01/06/2026	5.0	Queensland Law Society		Career and personal development				Research, preparation or editing of a legal article	26-27 CPD Year	 Update CPD Details  Remove  View

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7. Track Your Compliance

7.1 Monitor your progress

The dashboard automatically updates based on your recorded activities.

You can monitor:

- Units completed
- Units remaining
- Progress by category
- Overall compliance status

CPD compliance is automatically calculated using the information recorded against your CPD period.

Helpful Tip

Don't leave CPD recording until renewal time. Recording activities throughout the year helps maintain accurate records and provides a clearer view of your progress.

8. Frequently Asked Questions

Why can't I edit an activity?

Some activities may become unavailable for editing due to compliance, audit, or system restrictions.

As a general rule, only activities which are from the current or future CPD period can be edited.

Which CPD category or format should I choose?

Refer to the [CPD Guide](#) for category definitions and requirements.

My compliance status doesn't look right.

Review your recorded activities and attached documents first. If the issue remains, contact the **QLS Records and Member Services team** on 1300 367 757 or email records@qls.com.au.

Can I record future activities?

You can only record activities that you have already attended. You won't be able to add any activities that have a future date.

9. Need Help?

If you need assistance with:

- Accessing the portal
- Recording activities
- Uploading documents
- Technical issues

please contact the **QLS Records and Member Services team** on 1300 367 757 or email records@qls.com.au.

For regulatory guidance regarding CPD obligations, reporting requirements, audits, exemptions or extensions, refer to the official [CPD Guide](#).