

## CPD TRAINING RECORD

Licence Year: 1 November 2016 to 31 October 2017

The CLC Continuing Professional Development Code and Framework requires a Licensed Conveyancer to keep an up to date training record which must on demand be sent to the CLC or produced to any person appointed by the CLC.

- ✓ All Licence Holders are required to record CPD hours on this record card and retain for both the previous and current CLC year.
- ✓ Documentary evidence of attendance of training should be placed with this record (NB: as a condition of accreditation, CPD Providers are required to provide this information). **Please see Guidance below.**
- ✓ In the case of videos and in house training for employed Licence Holders, the record must be countersigned by your employer.

Name:	Licence Number:	
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Date Completed	Course Name	Organiser	Duration (hours)	Course Code (if applicable)

I declare the information on continuing professional development provided by this training record is true and accurate to the best of my knowledge and belief, and that my signature is an undertaking to that effect:

Signed \_\_\_\_\_ Countersigned\* \_\_\_\_\_ Date \_\_\_\_\_  
 (Licensed Conveyancer) (Employer where applicable)

Please return this completed form on request to:  
[licensing@clc-uk.org](mailto:licensing@clc-uk.org) with certificates from the CPD provider as outlined in the Guidance below

### GUIDANCE



## CPD TRAINING RECORD

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1. The minimum requirements of continuing education and training in recognised courses are:
  - a. for a licensed conveyancer manager in each year in which a licence is held:
    - i. 12 hours if they hold only a conveyancing licence
    - ii. 16 hours if they hold a probate licence in addition to a conveyancing licence ;
  - b. for a licensed conveyancer, other than a manager, in each year in which a licence is held:
    - i. 6 hours if they hold only a conveyancing licence
    - ii. 8 hours if they hold a probate licence in addition to a conveyancing licence ;
2. The CPD completed must relate to the services you are licensed to offer. So, a probate licence holder must also complete CPD relating to probate services each year. If you have a permission on your licence to offer will writing services, trusts services and/or court of protection services your CPD should also cover these services.
3. All CPD courses must be provided by an accredited CPD provider. Accreditation must be from the CLC or another legal regulator approved by the Legal Services Board. A list of course providers accredited by the CLC is on our website

CPD provided by an unaccredited CPD provider will not be accepted towards your quota.

4. A proportion of Licensed Conveyancers will be selected to provide to the CLC a copy of their training record and evidence of completed CPD, in the form of a certificate provided by the CPD provider. For employed licence holders, the training record must be countersigned if dvd/video or in-house CPD is claimed. In all other cases, you must obtain, and retain with the training record, a certificate from the CPD provider and submit both the CLC at [licensing@clc-uk.org](mailto:licensing@clc-uk.org) if requested to do so. A certificate is also required for CPD completed on-line or via video/dvd or CD. The certificate must confirm:
  - a) Your name
  - b) The date the CPD was completed
  - c) The number of CPD hours earned
  - d) The subject covered by the training
  - e) The course code (if applicable)

Failure to obtain and provide evidence of completed CPD may result in the CPD not being accepted towards your quota. Invitations to CPD events and booking confirmations are not acceptable evidence. **If you are selected to provide a CPD return, please do not send evidence other than the certificate provided by the CPD provider.**