

Costs Lawyer CPD Record (2016)
1 January 2016 to 31 December 2016
(inclusive)



Costs Lawyer:

CL Number:

This form is **for your retention and use during 2016**, please do not use it for year 2015 points. In accordance with current Training & CPD Rules you are required to earn **12 CPD points during 2016**. A minimum of 6 CPD points must be earned from Table 1, the balance can be earned from either Table 1 or Table 2 (see tables on reverse of this form)

Date	Action	Provider	Table 1 or 2	CPD Points
			TOTAL	

COSTS LAWYER DECLARATION
 I hereby confirm that the information contained herein is true and accurate and understand that it may be subject to audit by CLSB at any time

Signed Dated

On application for your 2017 Practising Certificate please send this completed and signed form (you should retain a copy for your records) to:
Costs Lawyer Standards Board, Centurion House, 129 Deansgate, Manchester, M3 3WR

Costs Lawyer CPD Rules (with effect from 1 January 2013)

A minimum of 6 CPD points must be earned from Table 1, the balance can be earned from either Table 1 or Table 2 during a CPD Year. There are many organisations also approved by the Law Society, Bar Council and C.ILEX for the purposes of providing CPD. Under reciprocal arrangements, any such CPD is accepted by CLSB for Costs Lawyers. It is however the responsibility of the Costs Lawyer to check with the provider that the CPD is accredited before claiming this on their CPD Record.

Guidance notes on CPD and the register of Accredited Costs Lawyers who can provide CPD appear on the CLSB website at www.clsb.info

TABLE 1	<i>Minimum of 6 points to be earned from this table</i>
Action	CPD points attributed
1(a) Attending ACL National Conference	1 point per hour attended (excluding breaks)
1(b) Attending ACL training course	1 point per hour attended (excluding breaks)
1(c) Attending CPD approved costs conference or training (in-house or external) on costs related subject matter	1 point per hour attended (excluding breaks)
1(d) Attending CPD approved training (in-house or external) on subject matter of relevance e.g. advocacy, area of law in which bills are drafted	1 point per hour attended (excluding breaks)
1(e) Attending training by a CLSB Accredited Costs Lawyer	1 point per hour attended (excluding breaks)
1(f) Delivery of training on costs by a CLSB Accredited Costs Lawyer	1 point per hour the training lasts (no points for preparation time)
1(g) Completing CPD approved webinars	As attributable by provider

TABLE 2	
Action	CPD points attributed
2(a) Marking of Costs Lawyer examination papers & assignments	1 point for each examination paper & assignment marked
2(b) Attending non CPD accredited in-house training by employer on any legal subject matter	1 point per hour attended (excluding breaks) (Max 3 points)
2(c) Writing articles relating to costs law for the Costs Lawyer Journal or other legal publications	2 points per article published
2(d) Coaching & mentoring of Trainee Costs Lawyers	1 point per three months (Max 4 points)
2(e) Reading and completing ACL tutorial updates	1 point for each tutorial completed
2(f) Reading all Costs Lawyer Journals throughout the CPD Year	2 points for having read all Costs Lawyer Journals issued during CPD Year