

Costs Lawyer CPD Record (2020)

1 January 2020 to 31 December 2020 (inclusive)



Web: www.clsb.info

| | |
|---------------------|--|
| Costs Lawyer | |
| Registration number | |

This CPD record form is for your **retention and use during 2020**. Please do not use it for year 2019 CPD, the 2019 CPD record form can be downloaded from the CLSB website under “Costs Lawyer Handbook” then “Forms”. In accordance with current Training & CPD Rules you are required to achieve **12 CPD points during 2020**, in the event you have achieved less please state the reason why e.g. maternity leave, long term sick leave. The CPD table is printed on the reverse of this form.

| Date | Table No. | Continuing professional development activity | Provider | CPD points |
|------|-----------|--|----------|------------|
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| | | | 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 2021 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 29 June 2017)

Identifying continuing professional development (CPD) needs

Costs Lawyers are encouraged to plan their annual CPD activities based on an objective assessment of their personal training and development needs in relation to their work and business practice. A Costs Lawyer should determine for themselves (bearing in mind their existing skills and the nature of their practice) the most appropriate subjects where they should undertake CPD, taking account of their responsibilities. When considering whether a type of training or activity would be appropriate it is suggested a Costs Lawyer asks the question “*what is the value of this training in providing legal services to my clients?*” Each CPD activity should be at an appropriate level and contribute to the general professional skills and knowledge of the Costs Lawyer.

Recognised CPD

The CLSB will recognise CPD provided by any of the following:

- CLSB Accredited Costs Lawyer (register on CLSB website).
- CLSB Accredited Study Provider (register on CLSB website).
- Solicitor, Barrister, CILEx.
- A representative body of a legal profession e.g. the ACL, Law Society, Bar Council, CILEx.
- An approved regulator of a legal profession e.g. SRA, BSB, CILEx Regulation.
- Training company (legal or business skills).

In the following event(s) a Costs Lawyer will be required to achieve 1 CPD point for each full month worked during the CPD year. A note should be endorsed on this form setting out the reason why less than 12 CPD points have been achieved.

- (i) Qualifies partway through the CPD year.
- (ii) Is reinstated partway through the CPD year.
- (iii) Takes long term leave during the CPD year e.g. maternity, sick leave, career break.

A Costs Lawyer working part-time is also required to achieve 12 CPD points a year.

| No. | Activity | CPD points achievable | Point cap |
|-----|---|--|-----------|
| 1 | Attending a costs law conference or other law conference | 6 points for one day; or 4 points for half day; or 1 point per hour attended (excluding breaks) | 10 points |
| 2 | Attending training (in-house or external) on: <ul style="list-style-type: none">• costs law and practice; or• a legal subject matter of relevance to practice | 1 point per hour attended (excluding breaks) | 6 points |
| 3 | Undertaking training via internet (e-learning) e.g. webinar, podcast on: <ul style="list-style-type: none">• costs law and practice; or• a legal subject matter of relevance to practice | As attributable by provider | 6 points |
| 4 | An Accredited Costs Lawyer preparing and delivering training on costs law & practice | 1 point for preparation 1 point per hour of delivery | 4 points |
| 5 | ACL membership | 2 points | 2 points |
| 6 | Published written work on costs law e.g. article or law report (minimum 400 words per article) | 3 points per published article | 6 points |
| 7 | Acting as an examination marker for an Accredited Study Provider | 4 points | 4 points |
| 8 | Delivering a seminar on legal costs to a client | 1 point per hour of delivery | 2 points |
| 9 | Supervising a Trainee Costs Lawyer undertaking the Costs Lawyer qualification | 1 point per hour | 4 points |
| 10 | Receiving or delivering training in relation to practice management e.g. business, leadership, personnel management, accounts management | 1 point per hour of delivery; or 1 point per hour attended | 3 points |