
Accredited Costs Lawyer Rules



24 January 2018 (version 3)

Costs Lawyer Standards Board

CLSB
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These rules apply to a Costs Lawyer with a current practising certificate issued by the Costs Lawyer Standards Board (CLSB) applying to become an Accredited Costs Lawyer for the purpose of providing continued professional development (CPD). They will continue to apply during the term of accreditation. These rules become effective on the date above and replace all other Accredited Costs Lawyer Rules previously issued.

Rule 1: Application for accreditation / continued accreditation

- 1.1 An application for accreditation or continued accreditation must be submitted to the CLSB on the specified application form with all requested information and payment of the administration fee.
- 1.2 In the event an application is approved the CLSB will issue a letter or email confirming the period of accreditation. The Accredited Costs Lawyer is required to keep a copy of this written communication for production as proof of their accreditation, upon request, by any party requesting sight of it.
- 1.3 An administration fee of £100 will be payable to the CLSB on application for accreditation or continued accreditation.
- 1.4 The CLSB may refuse an application on one or more of the following grounds:
 - (i) qualifying criteria in rule 4 have not been fully met;
 - (ii) on an application for a further period of accreditation insufficient evidence that CPD had been given by the applicant during the previous period of accreditation;
 - (iii) required information or documentation has not been provided to the satisfaction of the CLSB.

Rule 2: Period of accreditation

- 2.1 Each accreditation will be for a period of three years from the date of application approval by the CLSB.
- 2.2 An accreditation will terminate in the event the Accredited Costs Lawyer:

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- (i) voluntarily resigns their accreditation;
 - (ii) fails to renew their Costs Lawyer practising certificate during a period of accreditation;
 - (iii) breaches these rules (in the opinion of the CLSB);
 - (iv) is found by the CLSB Chief Executive, CLSB Conduct Committee or CLSB Conduct Appeal Committee not to have achieved all required CPD points during a practising year whilst they are accredited;
 - (v) retires from the profession;
 - (vi) has their practising certificate suspended or revoked by a CLSB Conduct Committee or CLSB Conduct Appeal Committee;
 - (vii) fails to comply with a CLSB audit under rule 8.

Rule 3: Register of Accredited Costs Lawyers

- 3.1 In applying to be become an Accredited Costs Lawyer the applicant is agreeing to publication of their name on the Accredited Costs Lawyer register which appears on the CLSB website.
- 3.2 An Accredited Costs Lawyer will notify the CLSB within seven days in the event of a change of details e.g. surname, employer, email etc. to enable the CLSB to update both the Costs Lawyer register and Accredited Costs Lawyer register.

Rule 4: Qualification criteria for Accredited Costs Lawyer status

- 4.1 An applicant must be a fully qualified Costs Lawyer for a minimum period of four years on the date of their application.
- 4.2 In the event an applicant is applying for a further period of accreditation then it is a requirement that they prove to the satisfaction of the CLSB that they have used their previous period of accreditation for the purposes of providing CPD.

Rule 5: Charging for CPD

5.1 An Accredited Costs Lawyer may charge, at their discretion, a reasonable sum for any CPD they provide.

Rule 6: CPD points

6.1 Those attending a CPD event provided by an Accredited Costs Lawyer can claim 1 CPD point per hour of the event. A maximum of 6 CPD points per calendar year may be claimed by a Costs Lawyer receiving Accredited Costs Lawyer CPD.

6.2 An Accredited Costs Lawyer can claim up to 4 CPD points per calendar year for the preparation and delivery of CPD on costs law and practice.

6.3 An Accredited Costs Lawyer will co-operate fully with the CLSB and regulators of other legal professions to whom they have provided CPD e.g. solicitors (SRA), barristers (BSB), Legal Executives (Cilex) under reciprocal arrangements.

Rule 7: Preparing and delivering CPD

An Accredited Costs Lawyer will:

7.1 In preparing and delivering CPD, undertake to observe the following aims and objectives:

- The training content and purpose.
- Who the course is designed for (level of prior knowledge assumed of attendees).
- The level of knowledge and understanding that should be achieved on completion.
- Whether the subject should be taught in depth or dealt with as an overview.

7.2 Undertake to ensure CPD content meets the aims and objectives above and is:

- Relevant and suitable to the work of the attendees.
- Set at the correct level for attendees.
- Up to date and factual.

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- Concisely and clearly set out.
- 7.3 Ensure the method of CPD delivery is:
- Appropriate to meet aims and objectives.
 - Relevant to the needs of attendees.
 - Properly thought out.
 - Set at the correct level.
 - Where possible, varied to encourage learning.
- 7.4 Be clear to attendees how many CPD points are attributable to full attendance.
- 7.5 Ensure attendees sign into a register of attendance, which must be kept for a period of two years to assist CLSB in the event of a CPD audit, which states:
- The title of the training.
 - The date, time and venue of the training.
 - The number of CPD points attributed to full attendance.
 - The name of the Accredited Costs Lawyer providing the training.
 - A list of the delegates, with provision for them to sign in alongside their name.
 - A record of those who failed to attend the full training session.
- 7.6 Ensure all CPD over one hour in duration is supported by written material which may be provided to attendees by email or by hand. Copies of Power Point presentations which simply summarise topics will not meet requirements in relation to written material.
- 7.7 Ensure CPD material covers the aims and objectives and is:
- Clearly organised.
 - Up to date.
 - Well presented.
 - Accurate
 - Comprehensive.

7.8 Ensure CPD material does not:

- Infringe copyright.
- Include any defamatory material.

7.9 Ensure speakers have:

- Relevant qualifications and current experience on the subject matter.
- The necessary skills and experience to present the CPD effectively.

7.10 Ensure the training venue and accommodation:

- Is set out appropriately for the number of delegates and method of presentation to be used.
- Is free from interruptions.
- Is easily accessible with facilities for the disabled.
- Is well ventilated and temperature controlled.
- Offers good acoustics.
- Provides good audio visual/sound equipment (if required).
- Provides comfortable seating.
- Where training exceeds one hour, offers appropriate refreshments.

7.11 Start CPD by explaining emergency exit procedures for the venue.

Rule 8: Auditing

8.1 The CLSB reserves the right to audit any CPD provided by an Accredited Costs Lawyer.

8.2 For the purposes of any audit, an Accredited Costs Lawyer must retain all course material, attendance sheets etc. for a period of two years from the date of delivery.

8.3 An Accredited Costs Lawyer will co-operate fully with the CLSB on any audit.

Rule 9: General

- 9.1 The CLSB will review these rules from time to time to ensure they are fit for purpose.
- 9.2 The CLSB reserves the right to amend these rules as it considers appropriate.

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