

Dear Mr/Ms

CPD year ending 31 March 2022

This is a reminder that the current CPD year is coming to a close and we encourage all practitioners to [log into the Board's website](#), click the Online Portal button to view your CPD points dashboard and review your CPD activities and records to ensure they have met compliance requirements. Information relating to your [CPD obligations](#) can be found on the Board's website.

Any required CPD activities that have **not** been completed through an approved CPD provider will need to be approved by the Board by completing a [Form 3 Application](#) for approval of a CPD activity by a practitioner.

Practitioners based overseas that have not completed **all** their CPD requirements through an approved provider will be required to complete a [Form 4 Application](#) for approval for variation of a CPD condition based on practising in another jurisdiction.

Please submit any applications prior to 31 March 2022 if possible.

To further assist you in finding suitable activities to attend, a list of [approved QA providers](#) can be found through this [link](#). Approved [single activities by Non-QA providers](#) can be found on the Board's website.

If you believe you have completed a CPD activity that is not showing in the CPDMS, contact the CPD provider directly.

CPD Management System (CPDMS) and uploaded data

The Legal Practice Board (**Board**) is pleased to advise that the Board's CPDMS has been up and running for the past 9 months and Board approved CPD providers have been working diligently to upload practitioners attendance to their CPD approved events. CPD providers have until the 30 April 2022 to upload all completed CPD activities for the 2021/2022 CPD period.

Only approved CPD providers are able to upload practitioner participation and points to the Board's CPDMS system having taken carriage of the event, ensuring the activity is relevant to the legal profession and monitored attendance. With this in mind:

- If you have concerns about the information provided by the CPD Provider, please contact the CPD provider;
- If activities you have participated in are not displayed in the CPDMS, and you have concerns about this, please contact the CPD provider; and
- Once you have contacted the CPD provider, the CPD provider will contact the Board should any corrections need to be made.

CPDMS Known Issues

Some practitioners will be aware that the CPDMS has encountered some teething problems in its initial stages of launch, including:

- Duplication of points where an activity has been uploaded a number of times;
- Errors in practitioner ID's and thereby the allocation of points to the correct practitioner ID;
- Errors in the allocation of points by providers; and
- Missing data such as event dates, provider name and attendance duration.

Currently, Board approved providers are unable to make corrections to uploaded data. However, the Board will soon be launching the next phase of the CPDMS development which will include enhanced functionality for providers to better correct uploaded data. In the meantime the Board has received a large volume of requests from providers to correct data and will be correcting the known errors in due course.

Practitioners should continue to keep personal records of completed CPD, ensuring they are covering the required competency areas, interactive points, and ideally participating in quality CPD that furthers their professional development in their area of practice or aspiration.

Kind Regards,

CPD Operations Team

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