

Version 1
CPD FORM 3

WESTERN AUSTRALIA

Legal Profession Rules 2009
Rule 15(2)

Application for Approval of a CPD Activity by Practitioner

Completed applications can be forwarded by email to: general@lpbwa.com marked "Attention: CPD Activity Practitioner". Any approval will only apply to the single activity in this application. Any other events attended by the practitioner will require separate applications for approval.

Section A – Applicant Details

Practitioner: Surname:

Given name(s):

Title:

Phone number:

Email address:

Section B – Activity Details

Activity Name:

.....

Activity Provider:

.....

Date of Event:

Section C – Required Information

In considering this application, the practitioner is required to provide to the Board information addressing paragraphs (a) and (b) below in an **attached** supporting statement, including any relevant documentation.

- (a) The professional development activity provides continuing professional development in a competency or competencies relevant to the legal profession; and
- (b) The training will be or has been conducted by persons who are qualified by practical or academic experience in the subject or subjects covered.

(Please refer to the Legal Practice Board's website, www.lpbwa.org.au, for a copy of its privacy policy)

Section D – Proposed Points Allocation

Please advise how many points should be allocated to each competency area or areas, providing information regarding the allocation in a supporting statement or documentation.

Pursuant to rule 13F(1) of the *Legal Profession Rules 2009*, the number of points that may be earned by completing an approved CPD activity are set out in the table below:

1. Interactive activity	
Participant	0.5 points for each complete 30 minutes
Presenter who prepared the material used in the activity	1.5 points for each complete 30 minutes
Presenter who presents material prepared by someone else	1 point for each complete 30 minutes
Commentator	1 point for each complete 30 minutes
Chair	0.5 points for each complete 30 minutes
2. Publication activity	
All publication activities	0.5 points for each set of 500 words to a maximum of 5 points for a single article
As editor, as an alternative to the previous item	1 point for each edition to a maximum of 5 editions
3. Electronic activity that is not an interactive activity or a publication activity	
As participant	1 point for each complete 60 minutes to a maximum of 4 points for a conference, course or other event comprising one or more approved CPD activities

Please note that the maximum number of CPD points that can be earned from attending a conference, course or other event comprising one or more interactive activities is 6, and that the CPD points earned to satisfy the CPD condition for a CPD period must include at least 1 point from within each of the 4 competency areas.

- Competency Area 1 – Practice Management
Number of points
- Competency Area 2 – Professional Skills
Number of points
- Competency Area 3 – Ethics or Professional Responsibility
Number of points
- Competency Area 4 – Substantive Law
Number of points

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Section E – Payment

The application fee is \$60.

A payment options form is **attached**.

Payment is required before the application can be considered.

Section F – Certification

I certify that the information set out in this form is true and correct. I have not omitted any relevant information. Appropriate payment accompanies this application.

Signature: _____

Full Name: _____

Date: _____

Level 6, 111 St Georges Terrace, PERTH WA 6000
Phone: (08) 6211 3600 Fax: (08) 6211 3650
A.B.N. 23 127 312 585

PAYMENT OPTIONS FORM

Your account may be paid by one of the following methods:

- Cash (*exact amount only*)
- Cheque
 - Payable to "Legal Practice Board"
- Credit Card
 - Please note the Legal Practice Board does not accept payment by Diners Club
- Electronic Funds Transfer
 - Please quote the firm name or practitioner's name in your bank's lodgement reference
- Overseas payments
 - The Board requires payment in **AUSTRALIAN CURRENCY ONLY**.
 - Bank cheque drawn on an Australian bank payable to "Legal Practice Board"
 - Please note if paying by Telegraphic Transfer the Australian Banking System may deduct fees from your payment. The Board has no control over this and requires payment in full.

Submit this form with your application or email to general@lpbwa.com when paying by Electronic Funds/Telegraphic Transfer or Credit Card.

1. FIRM NAME/PRACTITIONER'S NAME: _____

2. ELECTRONIC FUNDS TRANSFER/TELEGRAPHIC TRANSFER

National Australia Bank 50 St. Georges Terrace PERTH WA 6000	Account Name: BSB Number: Account Number:	Legal Practice Board WA 086-006 50-818-2001
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Amount Transferred: \$ _____ Date of Transfer: _____

OR

3. CREDIT CARD
(*please tick*)

MasterCard: Visa: AMEX:

Cardholder Name: _____

Credit Card No: ____/____/____/____ Expiry: ____/____

Amount: \$ _____ Signature: _____

4. OFFICE USE ONLY

iMIS ID		Batch Number		Transaction No.	
Authorisation		Date Processed		Processed By	