



MANDATORY CONTINUING PROFESSIONAL DEVELOPMENT TRAINING RECORD
CPD PRACTICE YEAR: 1 NOVEMBER 2004 TO 31 OCTOBER 2005

Name * : _____ Firm: _____

Address : _____

For Solicitors : Hong Kong admission date: _____ Solicitor number *: _____

Admission date in jurisdiction immediately preceding Hong Kong admission: _____

Commencement date of 2004 practising certificate: _____

Commencement date of 2005 practising certificate: _____

For Trainee Solicitors : Commencement date of trainee solicitor contract: _____

Expiry date of trainee solicitor contract: _____

* As stated on the practising certificate or trainee solicitor contract.

CPD ACTIVITIES CODE

Activity	Code
Local face to face courses	
• seminar, lecture, conference	CL
• workshop	CW
• in-house group discussion	CG
• face to face (distance learning) training session	CF
Preparation of accredited courses	CP
Presentation/Coaching of accredited courses	CA
Videotape, motion picture etc courses	CV
Overseas courses	CO
Computer-based courses	CB
Distance learning courses	CD
Law courses	LC

Activity	Code
Authorship of publications	
• books	PB
• articles	PA
• revisions/updates	PR
Legal research	
• production of a precedent	LP
• production of a practice note	LN
• production of other written guidance	LG
• substantial written submission	LS
Dissertations	QD
Participation in committees/working parties/associations	MC
External examiner work	EE
Participation in other Legal Training Activities	AP

CPD Points Carried Over from the Previous CPD Year (If any of the CPD points recorded in the Training Record involve CPD points carried over from the preceding CPD practice years, the Training Records for all relevant years should be attached for audit purposes.)	Number of CPD Points

IMPORTANT NOTE :

Refer to the CPD Guidelines in the CPD Information for full details of the criteria for accreditation of each CPD activity.

ATTENDANCES AT MANDATORY RISK MANAGEMENT EDUCATION PROGRAMME

(Mandatory Risk Management Education Programme Information Package)

Date	Accredited Course Name	Code	Duration of Course	Accredited Course Provider	CPD Points Claimed
Total CPD Points					

NOTE: THIS TRAINING RECORD MUST BE RETAINED FOR A PERIOD OF AT LEAST THREE (3) YEARS AFTER 31 OCTOBER 2005.

DISTANCE LEARNING COURSES*(Guideline 8 of the CPD Information Package)*

Accredited Course Name	Code	Hour(s)/Date(s) of Study/Examination	Accredited Course Provider	CPD Points Claimed
	CD			
	CD			
	CD			
Total CPD Points				

LAW COURSES*(Guideline 9 of the CPD Information Package)*

Accredited Course Name	Code	Course Date(s)	Course Provider	CPD Points Claimed
	LC			
	LC			
	LC			
Total CPD Points				

WRITING ARTICLES AND BOOKS OR PRODUCTION OF DISSERTATIONS*(Guidelines 10 & 12 of the CPD Information Package)*

Date of Publication	Title of Work Published or Dissertation	Code	No. of Words	Approved Legal Publication/Approved Qualification	CPD Points Claimed
Total CPD Points					

LEGAL RESEARCH*(Guideline 11 of the CPD Information Package)*

Date(s) of Research	Title of Precedent, Practice Note, Guidance or Submission	Code	Duration of Research Claimed	CPD Points Approved by the Society
Total CPD Points				

PARTICIPATION IN COMMITTEES/WORKING PARTIES/ASSOCIATIONS/ LEGISLATIVE COUNCIL*(Guideline 14 of the CPD Information Package)*

Name of Committee/Working Party/Association/ Legislative Council	Code	Date(s) and Duration of Participation	CPD Points Approved by the Society
	MC		
	MC		
Total CPD Points			

EXTERNAL EXAMINER/ASSESSOR WORK AND PARTICIPATION AS A JUDGE IN A MOOT COURT COMPETITION*(Guideline 15 of the CPD Information Package)*

Name of Examination	Code	Date(s) and Duration of Work	CPD Points Approved by the Society
	EE		
	EE		
Total CPD Points			

PARTICIPATION IN OTHER LEGAL TRAINING ACTIVITIES*(Guideline 16 of the CPD Information Package)*

Activity	Code	Date and Duration of Activity	CPD Points Approved by the Society
	AP		
	AP		
Total CPD Points			