

ONGOING COMPETENCY/CPD RECORD

Licence Year: 01 November 2024 to 31 October 2025

Guidance

The CLC Continuing Professional Development Code and Framework requires a CLC Lawyer to keep an up-to-date training record which must, on demand be sent to the CLC or produced to any person appointed by the CLC. Its purpose is to demonstrate that you have maintained and improved your legal, technical and industry knowledge in your specialist area(s) Conveyancing and/or Probate.

In addition to technical industry and legislation related topics, your CPD activity should also encompass activities targeted to advance your competence and awareness of consumer protection, regulatory responsibilities (such as complaint handling, AML), and equality, diversity and inclusion.

All Licence Holders are required to record CPD hours on this record card and retain the CPD record card for both the current and previous CLC year. Documentary evidence of attendance of training should be placed with this record (NB: as a condition of accreditation, CPD Providers are required to provide this information). In the case of videos and in-house training for Licence Holders, the record must be countersigned by your employer. Please ensure that you familiarise yourself with the CLC CPD requirements and expectations of CLC lawyers for maintaining their professional, technical and legal knowledge.

Important Reading: The CLC [Continuing Professional Development Code](#). The CLC [Code of Conduct](#).

If you are intending on taking a career break and not renewing your licence on 01 November 2025, please note that the CLC has specific CPD requirements for [CLC lawyers who are seeking to reapply following an Expired CLC Licence](#).

Planning your CPD Activity

When planning the learning and technical outcomes for your CPD activity we recommend that you refer to the [CLC's Risk Agendas](#) on the CLC website. If you are intending to take up a supervisory role or specific authorisations such as a CLC registered manager, Sole Practitioner, HoLP or HoFA, we will request evidence of targeted CPD activity to support your application.

[Preparing your professional competence to hold Supervisory Responsibilities](#).

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Your Details						
Name:					Licence Number:	
Job Role:					Date First Qualified:	
Employer:						
Licence Type:	Conveyancing		Probate		Conveyancing & Probate	

Training Log				
Date Completed	CPD Activity	Activity Detail/Topics/Syllabus	Organiser	Duration (hours)

Date Completed	CPD Activity	Activity Detail/Topics/Syllabus	Organiser	Duration (hours)

Declaration					
I declare the information on continuing professional development provided by this training record is true and accurate to the best of my knowledge and belief, and that my signature is an undertaking to that effect:					
CLC Lawyer Signature:		Date:		Sole Practitioner:	
Employer/Supervisor Name:		Job Title:			
Employer/Supervisor Signature:		Date:			
Please return this completed form on request to: licensing@clc-uk.org with certificates from the CPD provider or records of events provided by your employer.					