

Ongoing Competence Record for CLC Lawyers

Licence Year: 01 November 2025 to 31 October 2026

Section 1: Ongoing Competence/Continuing Professional Development (CPD) Requirements for CLC Lawyers

The CLC Continuing Professional Development Code and Framework requires every CLC Lawyer to maintain an up-to-date training record. This record must be made available to the CLC upon request or produced to any person appointed by the CLC. The purpose of this requirement is to demonstrate that you have maintained and enhanced your legal, technical, and industry knowledge within your specialist area(s) of Conveyancing and/or Probate.

In addition to technical, industry, and legislative topics, your CPD activity should include training and development in the following areas:

- Consumer protection
- Regulatory responsibilities (including complaint handling and anti-money laundering compliance)
- Equality, diversity, and inclusion

1 Record Keeping

- All Licence Holders are required to record their CPD hours on the official CPD Record Card.
- CPD records must be retained for both the current and the previous licensing year.
- Documentary evidence of attendance at training sessions should be kept with your CPD record.
 - CPD Providers are required, as a condition of accreditation, to supply this documentation.
 - For video-based and in-house training, the CPD record must be countersigned by your employer.

2 Key Guidance

It is essential that you familiarise yourself with the CLC's expectations regarding the maintenance of professional, technical, and legal competence:

- [The CLC Continuing Professional Development Code](#)
- [The CLC Code of Conduct](#)

Ongoing Competence Record for CLC Lawyers

Licence Year: 01 November 2025 to 31 October 2026

3	Planned Career Breaks and Expired Licences
<p>If you are planning to take a career break and do not intend to renew your licence on 1 November 2025, please be aware that the CLC has specific CPD requirements for CLC Lawyers seeking to reapply following the expiry of a licence. Further information can be found here.</p>	
4	Planning Your CPD Activity
<p>When planning your CPD activity, you are encouraged to consider the learning and technical outcomes in line with the CLC's published Risk Agendas (available on the CLC website here).</p> <p>If you intend to apply for a supervisory role or specific authorisations (such as CLC Registered Manager, Sole Practitioner, Head of Legal Practice [HoLP], or Head of Finance and Administration [HoFA]), you will be required to provide evidence of targeted CPD activity to support your application. Further information can be found here.</p> <p>Preparing your professional competence for supervisory responsibilities is an important step in demonstrating readiness for these roles.</p>	

Ongoing Competence Record for CLC Lawyers

Licence Year: 01 November 2025 to 31 October 2026

Section 2: Your Details											
Name:							Licence Number:				
Job Role:							Date of First Licence:				
Employer:											
Licence Type:	Conveyancing				Probate				Conveyancing & Probate		
Current Position:	BOOM		Registered Manager			HoLP			HoFA		
									MLRO		

Section 3: Training Log				
Date Completed	CPD Activity	Activity Detail/Topics/Syllabus	Organiser	Duration (hours)

Ongoing Competence Record for CLC Lawyers

Licence Year: 01 November 2025 to 31 October 2026

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

(Please continue on a separate sheet if required.)

Ongoing Competence Record for CLC Lawyers

Licence Year: 01 November 2025 to 31 October 2026

Section 4: Declaration					
<p>I declare that the information provided in this training record, relating to my continuing professional development, is true and accurate to the best of my knowledge and belief. I understand that my signature constitutes an undertaking to this effect.</p>					
CLC Lawyer Signature:		Date:		Sole Practitioner: (if applicable)	
Employer/Supervisor Name:		Job Title:			
Employer/Supervisor Signature:		Date:			
Submission Instructions					
<p>Please return the completed form upon request to: renewal@clc-uk.org, together with certificates issued by the CPD provider or records of events supplied by your employer.</p>					