

CPD RULES
COSTS LAWYERS

Regulator: Costs Lawyer Standards Board

Effective date: 1 January 2013

Introduction

These rules (“Rules”) were made pursuant to the Legal Services Act 2007 (“LSA”) and govern the continuing professional development (“CPD”) of Costs Lawyers with a current practising certificate and replace all other CPD rules attributable to Costs Lawyers previously issued.

These rules are supported by guidance notes which can be located on the CLSB website at www.clsb.info

RULE 1: Costs Lawyers: Continued Professional Development

- 1.1 A CPD year runs from 1 January inclusive to 31 December inclusive (“CPD Year”).
- 1.2 A Costs Lawyer must complete a minimum of 12 CPD points in each CPD Year.
- 1.3 In the event a Costs Lawyer is admitted during the course of a CPD Year they must complete a minimum of 1 CPD point for each month worked during the CPD Year.
- 1.4 A Costs Lawyer must inform the CLSB in such form and at such time as shall be prescribed by the CLSB of whether or not they have complied with CPD requirements.
- 1.5 A Costs Lawyer must keep a record of CPD undertaken and must produce it to the CLSB on demand.
- 1.6 In accordance with the Practising Rules, CLSB may refuse to renew a Practising Certificate or may issue the Practising Certificate subject to conditions where the Costs Lawyer has failed to comply with CPD training requirements.
- 1.7 CLSB shall have the power to approve, for the purpose of these Regulations, courses provided by educational institutions and other bodies.
- 1.8 CLSB shall have the power to require a Costs Lawyer to attend a CPD course at the expense of the Costs Lawyer irrespective of whether they have complied with the twelve point requirement e.g. as a sanction on a disciplinary finding.
- 1.9 CLSB may audit a CPD record, in the event of any failure to comply then the matter will be dealt with under prevailing Disciplinary Rules & Procedures.

RULE 2: Costs Lawyers: Earning CPD points

- 2.1 A minimum of 6 CPD points must be earned from Table 1, the balance can be earned from either Table 1 or Table 2 during a CPD Year.

2.2 There are many organisations also approved by the Law Society, Bar Council and CILEx for the purposes of providing CPD training. Under reciprocal arrangements, any such CPD training is acceptable by CLSB for Costs Lawyers. It is however the responsibility of the Costs Lawyer to check that the training is CPD accredited before claiming this on their CPD Record.

The register of Accredited Costs Lawyers who can provide CPD training appears on the CLSB website.

TABLE 1	<i>Minimum of 6 points to be earned from this table</i>
Action	CPD point earnings
1(a) Attending ACL National Conference	1 point per hour attended (excluding breaks)
1(b) Attending ACL training course	1 point per hour attended (excluding breaks)
1(c) Attending CPD approved costs conferences or training (in-house or external) on costs related subject matter	1 point per hour attended (excluding breaks)
1(d) Attending CPD approved training (in-house or external) on subject matter of relevance e.g. advocacy, area of law in which bills are drafted.	1 point per hour attended (excluding breaks)
1(e) Attending training by a CLSB Accredited Costs Lawyer	1 point per hour attended (excluding breaks)
1(f) Delivery of training on costs by a CLSB Accredited Costs Lawyer	1 point per hour the training lasts (no points for preparation time)
1(g) Completing CPD approved webinars	As attributable by provider

TABLE 2	
Action	CPD Points attributed
2(a) Marking of Costs Lawyer examination papers & assignments	1 point for each examination paper & assignment marked
2(b) Attending non CPD accredited in-house training by employer on any legal subject matter	1 point per hour attended (excluding breaks) (Max 3 points)
2(c) Writing articles relating to costs law for Costs Lawyer Journal or other accredited legal publication	2 points per article published
2(d) Coaching & mentoring of Trainee Costs Lawyers	1 point per three months (Max 4 points)
2(e) Reading and completing ACL tutorial updates	1 point for each tutorial completed

2(f) Reading all Costs Lawyer Journals throughout the CPD Year	2 points for having read all Costs Lawyer Journals issued during CPD Year
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