



**THE INSTITUTE OF LEGAL SECRETARIES AND PAs**  
Blacklers, Park Road, Dartington Hall, Totnes, Devon, TQ9 6EQ  
Tel: 0207 1009210 or 01803 867846 Email: info@institutelegalsecretaries.com

## Continuing Professional Development Programme

Members of the Institute can apply for a Continuing Professional Development Certificate at any time. You will have to show that you have undertaken CPD in the past year for a minimum period of 12 hours.

**PLEASE READ THIS FORM CAREFULLY AND COMPLETE THE APPROPRIATE SECTIONS IN CLEAR HANDWRITING**

### CPD Programme

This programme is designed to support and recognise your progression within your career. Members are encouraged to pursue continuing professional development to enhance their professional skills. Continuing professional development will improve your knowledge and skills and, therefore, the quality of your work.

CPD can consist of many different areas and we have listed some examples of the type of continuing professional development that will qualify. These are merely examples and are not exclusive:

- Studying a course relevant to your career either by attendance or distance learning
- Writing an article for our Journal or for a law, secretarial or PA related publication
- Attending any job-related training programmes, in-house or otherwise
- Self-study such as reading publications related to your profession or books relevant to your career and development

CPD is suitable for Members who are currently working as Legal Secretaries or PAs and want to develop their skills. In order to apply for CPD, you need to have undertaken at least 12 hours of CPD in the past year.

Please take a look at the Membership area of our website and our Legal Secretary journal to read a wealth of articles which will help you to develop yourself professionally.

### I hereby apply for a Continuing Professional Development Certificate:

Mr/Mrs/Miss/Ms			First Name:			Surname:		
Address:						Post Code:		
						Tel No.:		
						e-mail:		

Please complete the details of your CPD below and overleaf:

Type of CPD	Amount of time

