

CPD Exemption Information

Before applying for a CPD Exemption, please read the below

With the end of the CPD year approaching, it's important to apply for a CPD Exemption via the [CPD Application for Exemption](#) form on the LIV website as soon as possible.

An exemption should be submitted before the CPD year finishes on 31 March 2025 for it to be accepted and considered.

Before you do apply, please see the below essential information regarding applying for CPD Exemptions:

- Before applying, you need to ensure you have read the "Evidence" section above the CPD Application for Exemption form and follow the instructions for what documentation is required for each type of grounds for exemption. Your application is not able to be considered unless the evidence you provide is what is listed in the "Evidence" section and has exactly the required information requested. If there is any difficulty in your circumstances regarding why you would not be able to provide the requested documentation as evidence, you are able to provide an explanation of this in the further information box at the end of the application.
- Exemptions need to be submitted asap, especially by early February to guarantee you will receive a result before the end of the CPD year. If you aren't granted as many units you were expecting with your exemption result, it still gives you a short amount of time to complete any remaining units.

An exemption should be submitted before the CPD year finishes on 31 March 2025 in order for it to be accepted and considered.

- If your circumstances match one or more of the grounds for exemption, you are still required to formally apply for a CPD exemption via the [CPD Application for Exemption](#) form. If you don't apply for an exemption and are granted a partial or full exemption, you will still be required to complete 10 units regardless of your circumstances. If you hold a PC for all 12 months of the CPD year, but don't complete the whole 10 units and don't apply for an exemption for the remaining units, if you choose "Yes" to the CPD requirements question, you would be making a false statement on your PC renewal form.
- Being granted an exemption of some of the CPD units only reduces the total number of units required – all other [CPD Rules](#) still apply including a minimum of one unit in each CPD field and no more than five units completed in private study format. If you have less than four units to complete after an exemption is granted, the number of units you still need to complete is the number of CPD fields you need to complete a minimum of one unit in. For example, if you are required to complete two units, you need to complete a minimum of one unit in any two of the four [CPD Fields](#).

Practicing for 40+ years and don't have a Principal Practicing Certificate

If you have previously applied for an exemption on the grounds of 40+ years of practicing and not holding a Principal PC, you still need to apply for the exemption every CPD year. If you don't it means that your CPD requirement will still be 10 units for each year you don't apply for the exemption. If you select 'yes' that you

have met your CPD requirements but only completed 5 units instead of 10 and didn't apply for the exemption you would be making a false statement on your PC renewal form for the CPD year. If you have been practicing for 40+ years but have a Principal PC, you won't be granted an exemption under these grounds.

Working part-time

If you work part time you need to apply for the exemption every year you work part time, regardless of whether the part time position is ongoing or not. An exemption for working part time is only granted for the current CPD year, not for future CPD years.

Absence from practice - maternity or parental leave

If you are about to begin or are currently on maternity or parental leave, you should submit a CPD application by early Feb to cover all of your leave period, or for at least the period of leave for the current CPD year. If your return-to-work date isn't yet confirmed, then at least submit an application to cover you for the portion of the current CPD year you will be on leave. Once you have a return-to-work date organised, you would submit another application within 1-2 months of your return-to-work date to have another exemption granted for the remainder of your maternity leave period.