

Continued Professional Development (CPD)

Conditions for obtaining CPD:

- ✓ Landlords must retain evidence of attendance at events and activities. To facilitate this, a record of CPD can be kept on the members secure section of the LAW website.
- ✓ Local authorities may issue CPD certificates to landlords who participate in local authority events.
- ✓ Spot checks will be conducted from time to time (it is recommended therefore to aim to accumulate at least 12 CPD points per year)
- ✓ Penalties for provision of false information or misreporting may include expulsion from the LAW scheme.
- ✓ If no CPD is undertaken in the 5 years of accreditation then the landlord will need to reapply for accreditation, which includes attending the LAW one day development session.
- ✓ A letter of recommendation from a tenant, which includes confirmation that the landlord has complied with the Code of Conduct, may also contribute to CPD. The tenant would need to be willing to provide their contact details and copy of lease signed pages.

Additional activities may be awarded CPD points, but are subject to approval by the LAW scheme. Any requests for CPD to be awarded for activities other than those included here should be submitted in writing to the scheme administrator.

Activity	Conditions	Max CPD points awarded
Completion of LAW development course	CPD points awarded after completion of course	5 points
Membership of Private Landlord Association	CPD awarded for each membership year. Additional CPD will not be awarded for multiple memberships	5 points
Membership of recognised professional body	As approved and agreed by LAW	5 points
Additional training provided by LAW/Partners	CPD awarded for each session attended	5 points (Or 1 point per hour)
Attendance on on-line training (e.g. a webinar)	Can include 'listening again' as long as verification completed.	5 points (Or 1 point per hour)

Activity	Conditions	Max CPD points awarded
Attendance at Council's Landlord Events	Registration confirmed	5 points (Or 1 point per hour)
Attendance at landlord forum meetings	CPD awarded for each event attended.	2 points (Or 1 point per hour)
Seminars/conferences	Details to be submitted to LAW for approval.	5 points (Or 1 point per hour)
Local Authority participation	Local Authority to determine CPD points	3 points

Keeping an on-line record of Continued Professional Development (CPD) is easy! Log into your on-line account and 'add' CPD data. The scheme allocates 'points' to your CPD record periodically. Contact the scheme if you would like a print out of all your CPD records to date.

The image displays two screenshots from the Landlord Accreditation Wales website. The top screenshot shows the 'Add Continued Professional Development' form, which includes fields for CPD Activity, Date, Title, Description, Duration, and contact information. A red arrow points from the 'Add CPD Data' link in the bottom screenshot to the 'Add CPD Data' link in the top screenshot. The bottom screenshot shows the user's CPD record, which includes a table of completed activities and a 'User Details' sidebar.

Continued Professional Development:
Keep a record of additional courses, events, etc. you have been on.
[View your current record.](#)
[Add CPD Data](#)

Add Continued Professional Development
Use the form below to add Continued Professional Development information to your account.

CPD Activity * Conference/Open Day
 CPD Completed Date * 16/03/2009
 CPD Activity Title * Cardiff's Open Day
 CPD Description * Landlord Open Day attended. Went to workshops on Fire Safety and Accreditation. Also visited a number of stalls, and talked to Local Authority Staff
 CPD Duration * 5 Hours

Continued Professional Development
Below is a list of the Continued Professional Development (CPD) that you have saved in your account.

Completed Date	Title	Description	Duration	Points Allocated
16/03/2009	Cardiff's Open Day	Landlord Open Day attended. Went to workshops on Fire Safety and Accreditation. Also visited a number of stalls, and talked to Local Authority Staff	5 Hours	Not Allocated