

**APPLICATION TO BE
AN APPROVED TRAINING COURSE
FOR THE LAW SOCIETY OF SINGAPORE'S
VOLUNTARY MINIMUM CONTINUING PROFESSIONAL DEVELOPMENT ("vMCPD") SCHEME**

Organisation: (Firm, Company, Institution Name)

Address: _____

Contact Name (1): _____

Tel No: _____ **Fax No.:** _____

Email: _____

Contact Name (2): _____

Tel No: _____ **Fax No.:** _____

Email: _____

(Please specify at least 1 contact person.)

Details of the course for which approval is sought

(please submit one application form per course):

Course Title: _____

Course Date: _____

Course Timing: from _____ am/pm to _____ am/pm

Course Duration: _____ hours _____ minutes

(Excluding all breaks)

Course Frequency: _____

Course Venue: _____

Event URL: _____

Price: 1) Law Society Member: _____

2) Law Society Non-member: _____

3) Others (please specify): _____

Who is the target audience for this course?

Advocates/solicitors only ☐

Other professionals ☐

Others: _____ (pls specify) ☐

***At what level is the course aimed?**

Introductory (no prior knowledge required) ☐

Intermediate (some prior knowledge required) ☐

Advanced (substantial prior knowledge required) ☐

Update (prior knowledge not required but preferred) ☐

Minimum delegates (if any) _____

Maximum delegates (if any) _____

What evaluation systems will you use? Wherever possible,
please use the Law Society's prescribed feedback forms.

**NB: Your application will not be processed until all relevant
information requested is received.**

**To ensure sufficient time for processing, please submit your
application at least 6 weeks before course commencement.**

Method(s) of Presentation Used:

Lecture/Seminar ☐

Workshop (e.g. group exercise, role plays) ☐

Discussion/Forum ☐

Videotape ☐

Interactive computer/video ☐

Home Study (Distance Learning) ☐

Others: _____ (pls specify) ☐

Will coursework be assessed?

Yes ☐

No ☐

If yes, by what method?

Examination ☐

Assignments ☐

Project ☐

Multiple choice questions ☐

Essay ☐

Others: _____ (pls specify) ☐

**Please provide contact details of at least 1 reference
who has attended your course:**

Name: _____

Organisation: _____

Designation: _____ **Email:** _____

Tel: _____ **Fax:** _____

Please attach the following:

1. Non-refundable cheque payment of \$30.00 plus prevailing GST per course submitted for approval
2. A copy of the course programme (setting out course objectives, content, structure, start and end time, amount of time spent on each section/part)
3. A set of course materials (including any lecture notes, exercises, handouts, case studies, worksheets)
4. Biodata of speakers/lecturers/ trainers (including name, qualifications, experience, and topic covered)
5. Pre-requisites for entry (if any) into this course

**We agree to comply with the Terms and Conditions for
Providers of Approved Training Courses set out in the "Guide
to The Law Society of Singapore's vMCPD Scheme for
External Training Providers":**

Signature: _____

Name: _____

Designation: _____

Date of Application: _____

FOR OFFICE USE ONLY

Complete documentation and information has been provided.

Administration officer:

Date: _____ **Signature:** _____

Approving officer:

Date: _____ **Signature:** _____

Approved/ not approved

Assigned CPD Hours: _____

Program Category: _____

Practice Area: _____

Training Level: _____

Conditions: _____