

FACULTY OFFICE OF THE ARCHBISHOP OF CANTERBURY

NOTARIES (CONTINUING PROFESSIONAL EDUCATION) REGULATIONS 2010

APPLICATION FOR ACCREDITATION OF AN ACTIVITY

A - YOUR CONTACT DETAILS

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|--|
| 1. Name of applicant (being an individual, if making the application on behalf of a company please state registered company number): |
| 2. Address for correspondence:   |
| 3. E-mail:   |
| 4. Telephone:  |
| 5. Fax:  |
| 5. If you are not the provider of the activity, please state the name of provider:   |

B - THE ACTIVITY PROVIDED

|   |                   |                          |
|---|-------------------|--------------------------|
| 1. Title of activity (e.g. 'West Sussex day conference on the legalisation of documents'):  |                   |                          |
| 2. Description of activity (e.g. lecture):  |                   |                          |
| 3. CPE area (tick one box only)   | notarial practice | <input type="checkbox"/> |
|   | probate practice  | <input type="checkbox"/> |
|   | conveyancing      | <input type="checkbox"/> |
| (see notes for guidance on what these areas include)  |                   |                          |
| 4. What are the learning objectives relevant to the CPE area the activity is designed to impart (e.g. for probate practice, "to determine in what circumstances the administration of an insolvent estate by the personal representatives otherwise than in bankruptcy might be most appropriate"): |                   |                          |
| <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>   |                   |                          |
| 5. Date(s) and location(s) of activity (if confirmed):  |                   |                          |
| 6. Please attach any lecture notes etc. which accompany or relate to the activity   |                   |                          |

7. Timings of activity (e.g. “7.00pm registration, 7.15-8.00pm lecture, 8.00-8.15pm question and answer session”) or please attach a timetable

8. Any further information which you would like the Faculty Office to take into account:

#### C - APPLICATION

I wish to make this application to the Faculty Office for the accreditation of the activity described under Regulation 11 of the Notaries (Continuing Professional Education) Regulations 2010 and confirm that the information contained in my application is true and accurate to the best of my knowledge and belief:

Signed .....

Date .....

Send this form to:

The Registrar  
The Faculty Office  
1 The Sanctuary  
Westminster  
London SW1P 3JT

(DX 145940 Westminster 4)

email: [faculty.office@1thesanctuary.com](mailto:faculty.office@1thesanctuary.com)

Notes for guidance:

1. These notes contain guidance on the content of applications to accredit activities designed to satisfy one or more of the basic or special CPE requirements in the Notaries (Continuing Professional Education) Regulations 2010. They do not provide general guidance on the CPE regime itself. A separate Q&A document is available to give guidance about the Regulations.
2. It is not a requirement of the CPE Regulations that an application to accredit an activity be made on this form. However this form is designed to collect information which may be relevant in determining an application.
3. An accredited course should take one or more of the following forms:-
  - (a) physical attendance at a lecture or seminar;
  - (b) a course provided wholly or partly at a distance that involves assessment by dissertation or written assessment.

The method of delivery should be appropriate to convey the content to notaries who complete the activity. The method of delivery should be sufficiently structured to enable both the effective imparting of the content and for the Faculty Office to make a determination on the suitability of the activity for the general purposes of the CPE Regulations.

4. The content of the CPE activity must be relevant to the subject matter of one or more of the CPE requirements. Those are:-
  - (a) “notarial practice” – the practice of activities customarily carried on by virtue of enrolment as a notary in accordance with section 1 of the Public Notaries Act 1801 (c. 79), but not including probate activities or conveyancing.
  - (b) “probate practice” – the practice of preparing any probate papers for the purposes of the law of England and Wales or in relation to any proceedings in England and Wales, on which to found or oppose—
    - (i) a grant of probate, or
    - (ii) a grant of letters of administration.
  - (c) conveyancing -
    - (i) preparing any instrument of transfer or charge for the purposes of the Land Registration Act 2002 (c. 9);
    - (ii) making an application or lodging a document for registration under that Act;

(iii) preparing any other instrument relating to real property for the purposes of the law of England and Wales including a contract for the sale or other disposition of land (except a contract to grant a short lease), but does not include an agreement not intended to be executed as a deed, other than a contract that is included by virtue of the preceding provisions of this definition,

A “short lease” means a lease such as is referred to in section 54(2) of the Law of Property Act 1925 (c. 20) (short leases).

5. An activity will not normally be accredited for more than one of the basic or special CPE requirements. There may also be some overlap between the separate CPE requirements. You should make the application for the CPE requirement in which the activity is most relevant.
6. Although the CPE regime is targeted to improve the knowledge and skill in the performance of the reserved legal activities that a notary is empowered to carry out (and in the case of probate activities and conveyancing, is in fact carrying out, as a notary), the CPE activity may include content about a relevant activity which is not reserved but which the notary carries out in the course of his or her notarial office. One example is the preparation of wills and testaments. This is not a reserved legal activity but a CPE activity on, for example, the application of the Perpetuities and Accumulations Act 2009, would be relevant to an activity which the notary may carry out in the course of his or her notarial office.
7. The content of the activity should contain more than generic business management or generic professional development skills, and will normally involve a large degree of legal content, or involve an application of the law in practice particularly in relation to the work and practice of a notary. This is not a reflection of the usefulness of any one activity per se, but a reflection that the activity will be in a legal subject. Activities which relate to professional skills such as accounting procedures, office management and client care may, at the discretion of the Faculty Office, be judged to be relevant to one or more of the basic CPE requirements, but it will normally be necessary that these are directly applied in the specific context of notarial practice. For example, an activity relating to how to improve relations with business clients is unlikely to be accredited, but an activity relating to client care in the context of the Notaries Practice Rules and guidance issued by the Legal Ombudsman might be. An activity in improving proficiency in information technology skills is unlikely to be accredited, but an activity on computer software which facilitates the notary in complying with the Accounts Rules and legal professional best practice on the handling of client money might be.
8. The Faculty Office will make an assessment about how many CPE points should be awarded for an activity. It will not necessarily be the case that one point will be awarded for every hour of the activity. The Faculty Office may take the view that the usefulness of the activity is not proportionate to the time spent. It may also take the view that the usefulness of the activity is not such that a notary should be able to satisfy his or her entire annual CPE requirement by completing that activity alone.

9. The Faculty Office may accredit an activity for a single occasion, or for a period of time, although it will normally accredit activities to take place on specified dates. Normally it will be possible to re-apply to repeat an accredited event by notifying the Faculty Office of the date and location of the repeated activity, although the Faculty Office may take the view that an activity will only be relevant for a particular period in time, or information may be brought to its attention which indicates that the activity is no longer suitable for accreditation.
10. The Faculty Office has disapplied the requirement in Regulation 12.2 that an accredited activity requires a written form of assessment, except in cases where the activity is completed by distance learning (such as by an online correspondence course).
11. It is possible for an application to be made to accredit an activity after the activity has already taken place, although such an application should be made within a reasonable time. This may be necessary when the activity did not have sufficiently predetermined learning objectives in place before the activity took place but nonetheless contained content relevant to one or more of the basic or special CPE requirements which can be reported in the application for accreditation.
12. There needs to be some way of ascertaining whether the notary has 'completed' the activity. If completion is by attendance, a register may be one way of ascertaining completion. If the activity is provided by distance learning it is necessary for the notary to complete a form of assessment such as a written quiz. If the application for accreditation is successful the Faculty Office will supply the applicant with a draft form of completion under Regulation 13 to be completed by the course provider. The Faculty will waive the requirement for the form of certificate to contain all the particulars in Regulation 13 when obtaining such a certificate would be impracticable or in other cases where it would be reasonable for the Faculty Office to rely upon some other form of evidence of completion. However it is important that a notary who completes an accredited activity makes an entry into his or her CPE Record Card and obtains evidence of completion so as to be able to produce this to the Faculty Office on request.