



Bar Association of **Queensland**

My BAQ Guide

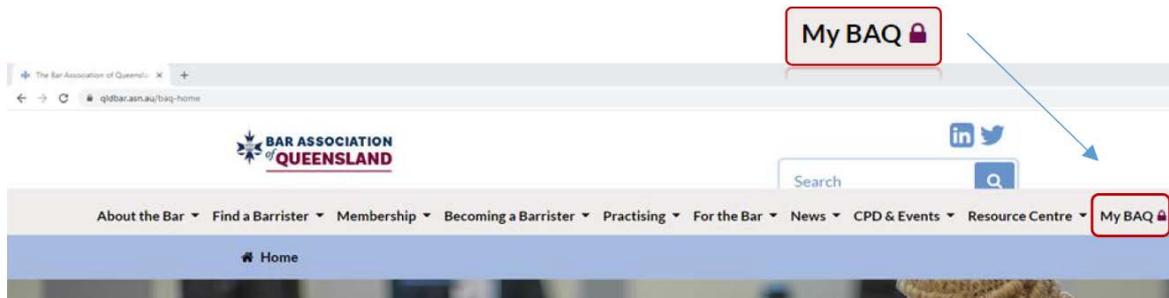
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1. Logging in to your Member Profile

Go to the Bar Association's website <https://qldbar.asn.au/baq-home>.

On the top right corner of your screen, click on **My BAQ**.



A login screen will appear (similar to below). Enter your **Username** (email address) and **Password** then click **Login**.

Login

Username:

Password:

[Forgot password?](#)

2. Forgotten Username or Password

If you have forgotten your Username, you can search for your name in the Association's [Barrister Search](#) page to confirm the email address provided to the Association.

If you have forgotten your Password click [Forgot password?](#) on the login screen.

Enter your **Username** (email address), then click **Submit**.

Forgot Password

Username:

Submit

An email will be sent to you with a link to reset your password. Click on the link in the email and enter a new password.

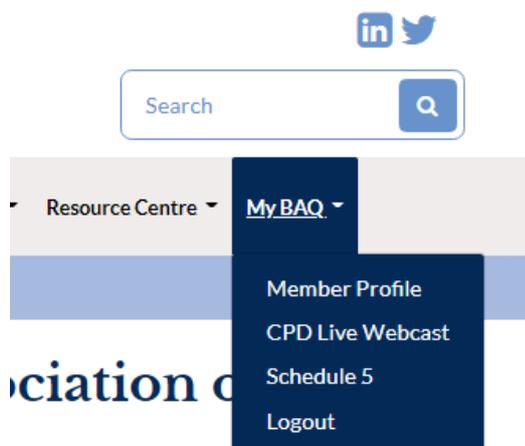
3. Member Profile Page

When logging in as a member you are automatically taken to your **Member Profile** page.



Member Profile	
Name	Miss Barrister Tester
Member ID	2879
Chambers	
Telephone	3238 5100

You can return to the Member Profile page at any time by clicking **My BAQ** then clicking **Member Profile**.



- Resource Centre
- My BAQ
 - Member Profile
 - CPD Live Webcast
 - Schedule 5
 - Logout

4. Editing Member Details

In the Member Profile page you are able to edit some of your Member Profile details, as well as access invoices and events you have registered to attend.

To edit your details in your Member Profile, click on **Edit Profile** (in the red box below):

Member Profile

Member Profile	
Name	Miss Barrister Tester
Member ID	2879
Chambers	
Telephone	3238 5100
Mobile	0411 123 456
Home (NFP)	
Other (NFP)	
Fax	
Email	barristerlogin

Edit Profile

Order Details

Order Date	Order Type	Information	Total	View
04-06-2019 17:15	Flight MH370 after 5 years - International law and how we use it	Live webcast	\$0.00	
04-06-2019 17:15	Flight MH370 after 5 years - International law and how we use it	In person	\$0.00	
09-05-2019 17:15	Current Legal Issues Series, Seminar 1: "Social Justice - Corporate Commitment to Human Rights in Australia"	In person	\$0.00	
26-03-2019 17:15	Dealing with the everyday	In person	\$0.00	
09-04-2019 17:15	Pre Financial Year and Post Budget 2019	Live webcast	\$0.00	
20-02-2019 17:15	Theory of Argument (Compulsory Reader Seminar)	In person	\$0.00	
24-07-2018 17:15	Working with the legal profession through ATO disputes and tax obligations	In person	\$0.00	
22-06-2018 17:30	Junior Bar Drinks	In person	\$0.00	
15-05-2018 17:15	Pre Financial Year and Post Budget Update 2018	In person	\$0.00	
09-05-2018 17:15	The Chief Judge presents: the new FCC Case Management system	Live webcast	\$0.00	

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The following details can be edited:

- Contact telephone numbers
- Email address
- Home and postal address
- Your areas of practice.

Once you have finished updating your details, click **Save**.

Note: To update your chambers' address, please email legal@qldbar.asn.au.

5. Order Details

On the right hand side of the screen under **Order Details** you will find a list of invoices and events you have registered to attend.

To view invoices and details of any events you have registered to attend, simply click on the  under **View** in the Order Details section of your Member Profile.

Member Profile

Member Profile	
Name	Miss Barrister Tester
Member ID	2879
Chambers	
Telephone	3238 5100
Mobile	0411 123 456
Home (NFP)	
Other (NFP)	
Fax	
Email	barristerlogin

[Edit Profile](#)

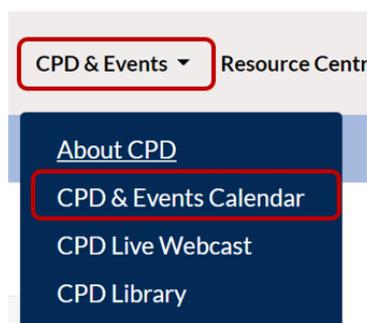
Order Details				
Order Date	Order Type	Information	Total	View
04-06-2019 17:15	Flight MH370 after 5 years - international law and how we use it	Live webcast	\$0.00	
04-06-2019 17:15	Flight MH370 after 5 years - international law and how we use it	In person	\$0.00	
09-05-2019 17:15	Current Legal Issues Series, Seminar 1: "Social Justice - Corporate Commitment to Human Rights in Australia"	In person	\$0.00	
26-03-2019 17:15	Dealing with the everyday	In person	\$0.00	
09-04-2019 17:15	Pre Financial Year and Post Budget 2019	Live webcast	\$0.00	
20-02-2019 17:15	Theory of Argument (Compulsory Reader Seminar)	In person	\$0.00	
24-07-2018 17:15	Working with the legal profession through ATO disputes and tax obligations	In person	\$0.00	
22-06-2018 17:30	Junior Bar Drinks	In person	\$0.00	
15-05-2018 17:15	Pre Financial Year and Post Budget Update 2018	In person	\$0.00	
09-05-2018 17:15	The Chief Judge presents: the new FCC Case Management system	Live webcast	\$0.00	

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The details of the event will be displayed. In this screen, you have the option to view any invoice, to withdraw from a CPD Event and change the way you are attending the event (see 7) (for example, if you are no longer able to attend a CPD Event in person and will instead view the live webcast).

6. Registering to attend a CPD Event

To register for a current CPD Event, select the **CPD & Events** option in the grey toolbar at the top of the screen. From the drop down option, select **CPD & Events Calendar**.



The Events Calendar will appear (as below). Scroll through the events and find the one that you would like to register for.

Events Program

<p>CPD Reader Compulsory B</p> <p>An essential guide to running trials</p> <p>Banco Court, Level 3, Queen Elizabeth II Courts of Law Tuesday, 20 July 2021 5:15 PM</p> <p>Cost: Free Code: BAQ2117 (B)</p>	<p>Members</p>
<p>CPD S</p> <p>Current Legal Issues, Seminar 2: Common Law Relief from Penalties: When Did it All Begin?</p> <p>Banco Court, Level 3, Queen Elizabeth II Courts of Law Thursday, 5 August 2021 5:15 PM</p> <p>Cost: Free Code: CL12102 (S)</p>	<p>Members Non Members</p>
<p>Conference B S E</p> <p>Employment and Industrial Relations Conference 2021</p> <p>Sheraton Grand Mirage Resort, Gold Coast Saturday, 28 August 2021 8:30 AM</p> <p>Cost: Members from: \$150.00 / Non members from: \$150.00 Code: EIRC21</p>	<p>Members Non Members</p>
<p>Conference P B S E</p> <p>Sunshine Coast Bar - Professional Development Day 2021</p> <p>Alexandra Headland Surf Lifesaving Club Saturday, 28 August 2021 8:30 AM</p> <p>Cost: Members: \$200.00 / Non members: \$200.00 Code: BAQSC21</p>	<p>Members Non Members</p>
<p>CPD S</p> <p>Current Legal Issues, Seminar 3: Religious Freedom, Religious Discrimination and the Role of the Law</p> <p>Banco Court, Level 3, Queen Elizabeth II Courts of Law Thursday, 7 October 2021 5:30 PM</p> <p>Cost: Free Code: CL12103 (S)</p>	<p>Members Non Members</p>

Reader Compulsory Seminars are flagged with a green box (circled above).

The CPD Events have colour codes for each mandatory category (circled above):

Barristers' Skills is orange.
Practice Management and Business Skills is green.
Substantive Law, Evidence, Practice and Procedure is purple.
Ethics and Professional Responsibility is blue.

Some events will be Member only, and others will have an option for Non Member registration (circled above).

Click on the **Member** or **Non Member** (as applicable) button of each event to read more about the event and to register. An example is provided below:

An essential guide to running trials

Code	BAQ2117(B)
Location	Banco Court, Level 3, Queen Elizabeth II Courts of Law
Organised By	Bar Association of Queensland
Starts	20-07-2021 17:15
Ends	20-07-2021 18:15
Live Webcast	Yes

This event will now take place in the Banco Court.

Readers must attend this compulsory reader seminar in person with the exception of regional members who may watch via live webcast.

Chair: Todd Fuller QC

Presenters: His Honour Judge Michael Williamson QC and Michal Horvath

Join our panel of esteemed presenters in this essential guide to running trials from the viewpoint of the Bench and the Bar.

This event will be live webcast by Zoom. Members registered to attend by live webcast will be sent a Zoom link on the day.

Please note: If members are unwell, have COVID19 symptoms, have been overseas in the last 14 days, or have been in close contact with a confirmed COVID19 case, they will not be permitted to attend this event in person.

Attendance Options

An essential guide to running trials	Free	Please select attendance options <input type="checkbox"/>
Total (GST inc): \$0		

Do you wish to attend this event via webcast?

Continue Cancel

An **Attendance Options** screen will appear at the bottom of the page. Tick the box (circled above) at the right of the screen to confirm your attendance.

If you would like to attend by live webcast, tick the box (circled above) labelled **Do you wish to attend this event via webcast?**

If you are a member and are presenting or chairing at the CPD Event, you are able to add this to your Schedule 5 now. After selecting your attendance as above, an option will appear as below.

Attendance Options

Please select attendance options

An essential guide to running trials Free

Are you presenting or chairing at this event?

Attendance Type
 Please select ▼

Hours
 0

Tick the box labelled **Are you presenting or chairing this event?**, select either **Presenting** or **Chairing** from the drop down list, and enter the number of hours you will be presenting.

Then press **Continue**. If the event is catered, the following screen will then appear:

Member Details		Attendance Details	
Title	Miss	The new online Schedule 5, plus more	\$0.00
First name	Test	Total (GST inc)	\$0
Surname	One	Continue	
Dietary Requirements Celiac Dairy Free Egg Allergy Nut Allergy Pescatarian Shellfish Allergy Vegan Venetarian Other			

If the event is catered, select any dietary requirements. If more than one applies, press and hold CTRL on your keyboard while selecting.

If the event has a fee, select your payment method and complete payment.

Member Details		Attendance Details	
Title	Miss	Total (GST inc)	\$150
First name	Barrister	Credit Card BPay	
Surname	Tester		
Dietary Requirements			
Celiac			

If no fee is required, confirm the attendance details and click **Continue**. The following page will appear:

Details Confirmation

Please confirm the details below to complete the payment process. You will be provided with a confirmation page once the payment is complete. A confirmation email with invoice attached will be sent to your email address.

Title:	Miss	Selected Attendance	
First name:	Barrister	An essential guide to running trials	\$0.00
Surname:	Tester	Total	\$0.00
Attendance type:	In person		

No payment required for this event.

Continue
Cancel

Confirm your details and if correct, click **Continue** (circled below). If they are not correct, click **Cancel**.

Once your order is complete a green confirmation box will appear (circled below), click **Continue** (circled below).

Complete!
Your order has been successfully placed.

Please confirm the details below to complete the payment process. You will be provided with a confirmation page once the payment is complete. A confirmation email with invoice attached will be sent to your email address.

Title:	Miss	Selected Attendance	
First name:	Test	The new online Schedule 5, plus more	\$0.00
Surname:	One	Total	\$0
Attendance type:	In person		

No payment required for this event.

Continue

If you are logged into your Member Profile, all Association CPD Events that you register online to attend in person or view by live webcast, will automatically populate on your online CPD Record - Schedule 5.

Prior to the CPD Event, this will show in your Schedule 5 as '(points pending)' (see below).

BAQ	BAQ2117 (B)	20-07-2021	An essential guide to running trials (points pending)	1	In person	1	0	B	0	
-----	-------------	------------	---	---	-----------	---	---	---	---	--

At the time of the CPD Event, in person attendees will be asked to sign in using the Association iPads. Once you have signed in, your Schedule 5 will be updated to reflect your attendance. If you do not attend, or forget to sign in, the CPD Event will be removed from your Schedule 5.

Live webcast attendance is not currently automated. If you do not attend a CPD Event that you were registered to attend by live webcast, you will need to withdraw from the event or remove the entry from your schedule 5 (see 13) to ensure your compliance with your CPD obligations.

7. Change attendance type in an Association CPD Event

To change your attendance type for an Association CPD Event, navigate to your Member Profile, locate the CPD Event listed under **Order Details** and click on  at the end of the line (as below).

Member Profile

Member Profile		Order Details				
Name	Miss Barrister Tester	Order Date	Order Type	Information	Total	View
Member ID	2879	07-10-2021 17:30	Current Legal Issues, Seminar 3: Religious Freedom, Religious Discrimination and the Role of the Law	In person	\$0.00	
Chambers		05-08-2021 17:15	Current Legal Issues, Seminar 2: Common Law Relief from Penalties: When Did it All Begin?	In person	\$0.00	
Telephone	3238 5100	10-06-2021 17:15	Current Legal Issues, Seminar 1: Forensic Evidence in Criminal Proceedings	In person	\$0.00	
Mobile	0411 123 456					
Home (NFP)	test					

Scroll down to the **Attendance Details** section on the left and click on  under **Change Attendance**.

Attendance Option	Attendance Type	Active	Guest	Attendee	Withdraw	Change Attendance
Flight MH370 after 5 years – International law and how we use it	Live webcast					

You will notice your Attendance Type will change in your Attendance Details from **Live Webcast** to **In Person OR In Person to Live Webcast**.

You will then receive confirmation on the screen that your attendance has been updated (see below). The CPD Event attendance type will be updated in your Schedule 5.

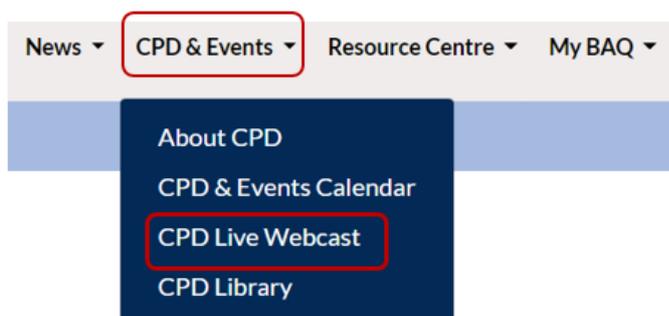
Attendance Details						
Attendance has been successfully changed to In person.						
Attendance Option	Attendance Type	Active	Guest	Attendee	Withdraw	Change Attendance
Flight MH370 after 5 years – International law and how we use it	In person					

Note: You are only able to change from In Person to Live Webcast and vice versa. You are unable to change your attendance type from Live webcast/In person to Recording. To change to Recording, you need to withdraw it via the Order Details (see image above) or delete the entry via your online Schedule 5. After you have viewed the Recording, a prompt will appear asking you to confirm you have viewed it, by selecting “Confirm” the Recording will be added to your online Schedule 5.

8. CPD Live Webcast

To view a live CPD Webcast, log into the member area (see 1).

Select **CPD & Events** located in the grey toolbar across the top of the page, a drop down box will appear, then select **CPD Live Webcast** (as circled below).



If you are not logged in to My BAQ, you will be prompted to do so. You will then be taken to the following screen. Click **Members live stream**.

CPD Live Webcast

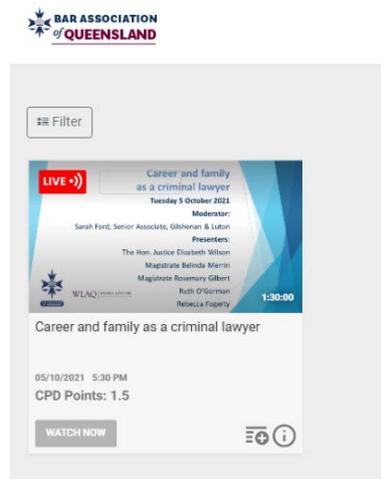
To access the live webcast CPD Event, please click on the **Members live stream** icon below.

You will be redirected to another website which hosts the Association's live webcasts. On that page, you simply click on the seminar details and the live stream will commence once the event starts. If you are not redirected and you are using a Chrome browser, check the address bar to see if it has been marked as blocked with a red cross appearing in the right hand corner. If it is blocked, [click here](#) for troubleshooting.

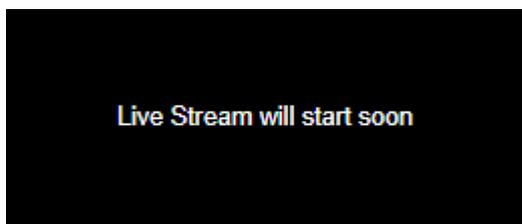
During the webcast, you can ask questions of presenters by using the speech bubble icon. You can listen to the audio through your computer loudspeaker or connected headphones - please ensure that your computer audio volume is unmuted.



You will be redirected to the Association's streaming platform and an icon will appear displaying the event information. Click on the event to proceed to the livestream.



The below message will appear prior to the session commencing:



You may ask questions during the live stream by using the speech bubble icon in the bottom right hand side of the screen. The moderator will provide your question to the presenter to answer at an appropriate time.

You can adjust the size of the screens by clicking on the line between the two screens (in the centre of the screen), and dragging it to the appropriate size.

Listen to the audio through your computer loudspeaker or earphones. To hear the audio, your computer audio volume must be unmuted.

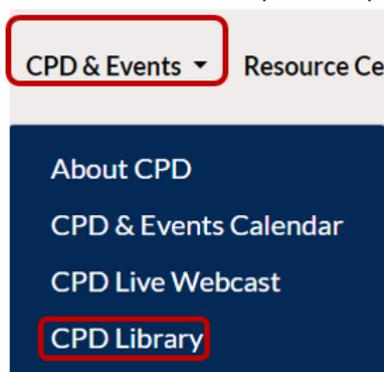
If you experience technical issues, ensure that you are using the latest version of Chrome, Firefox, Microsoft Edge or Safari, and refresh your screen.

9. Accessing and using the CPD Library

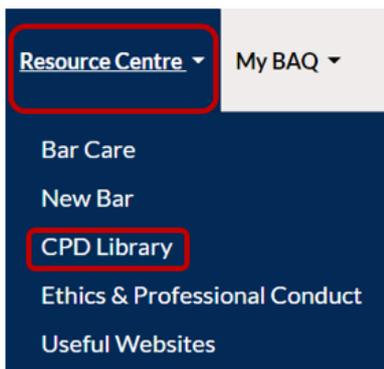
The **CPD Library** contains the recordings and associated resources of past seminars.

There are two ways to access the CPD Library:

1. CPD & Events dropdown option > CPD Library



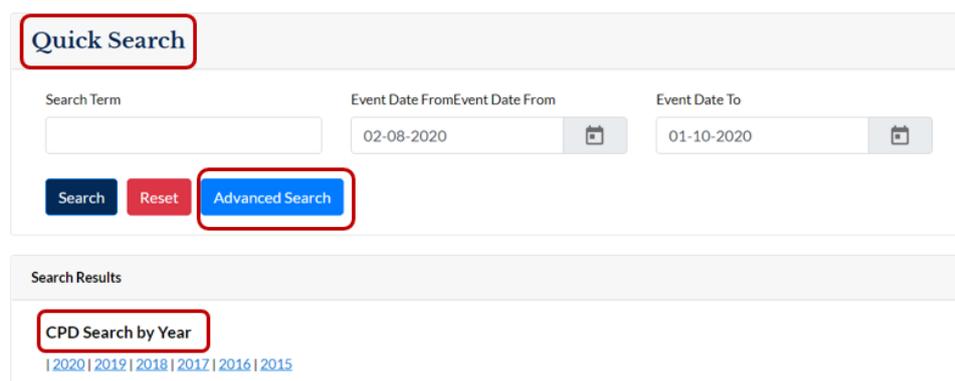
2. Resource Centre dropdown option > CPD Library



The CPD Library includes various search options, including Quick Search and Advance Search, as seen below:

CPD Library

The members only CPD Library houses an expansive catalogue of legal education from 2015 to its most recent events. With easy to locate past papers, recordings and presentations, the library gives members access to a wealth of knowledge. Use the search functionality below to locate learning resources by presenter, date, event name or mandatory CPD category.



A screenshot of the CPD Library search interface. At the top, there is a section titled 'Quick Search' highlighted with a red box. Below this is a search form with three input fields: 'Search Term', 'Event Date From' (with a date of 02-08-2020 and a calendar icon), and 'Event Date To' (with a date of 01-10-2020 and a calendar icon). Below the input fields are three buttons: 'Search', 'Reset', and 'Advanced Search'. The 'Advanced Search' button is highlighted with a red box. Below the search form is a section titled 'Search Results'. Underneath, there is a link 'CPD Search by Year' highlighted with a red box, followed by a list of years: '| 2020 | 2019 | 2018 | 2017 | 2016 | 2015'.

The **Quick Search** allows you to search for keywords such as the event name, topic or presenter. You are also able to use the *Event Date From* and *Event Date To* boxes to search for CPD Events that occurred within a specific date range. Note: the date range will automatically default to the preceding 2 months.

To find a CPD Event that occurred during a specific calendar year, click on the relevant year under **CPD Search by Year**. This will return a list of CPD Events that occurred during that year (see below).

CPD Search by Year

[2020](#) | [2019](#) | [2018](#) | [2017](#) | [2016](#) | [2015](#)

Event Code	Event Name	Event Date	Category	View
BAQQLS20	Online seminar: Minds Count Lecture - The Bridge	17-09-2020	B : Barristers' Skills	
BAQ	Online seminar: Another twist in the helix: Familial DNA evidence	01-09-2020	S : Substantive Law, Evidence, Practice and Procedure	
BAQ2017 (P)	Online seminar: Building your virtual hearings toolkit	18-08-2020	P : Practice Management and Business Skill	
BAQ2015 (S)	Online seminar: The Courts and COVID19 - Unmasking the Future	30-07-2020	S : Substantive Law, Evidence, Practice and Procedure	
BAQ2011 (S)	Online seminar: The Law of Tracing	28-07-2020	S : Substantive Law, Evidence, Practice and Procedure	

For a more refined search, click on **Advanced Search**. The following screen will appear:

Advanced Search

<input type="text" value="Category"/>	<input type="text" value="Event Code"/>	<input type="text" value="Presenter"/>
<input type="text" value="Bar Care Seminar"/>	<input type="text" value="Event Name"/>	<input type="text" value="Document Title"/>
<input type="text" value="Compulsory Reader"/>	<input type="text" value="Event Description Text"/>	<input type="text" value="Document Text"/>
<input type="text" value="Event Date From"/> 14-05-2021 		<input type="text" value="Recording Name"/>
<input type="text" value="Event Date To"/> 13-07-2021 		

The **Advanced Search** allows you to search by CPD category or Presenter, or filter for Bar Care or Compulsory Reader Seminars.

Once you have found the CPD Event you are looking for, you can view the recording by selecting the  in the View column. Below the CPD Event details you will see a Resources section – click on the Recording link to view the recording.

The PowerPoint, paper or other learning resources available for that CPD Event will appear above the recording in the Documents section on the right hand side.

CPD Library

CPD Library Item	
Event Code	BAQQLS20
Event Name	Online seminar: Minds Count Lecture - The Bridge
Event Date	17-09-2020
Bar Care Seminar	
Category	B: Barristers' Skills
Resources	
Documents	
Presenter	Document Title
Chair: Cate Heyworth-Smith QC, Presenter: Donna Thistlethwaite, Closing remarks: Noela L'Estrange (QLS)	Strategy Card Minds Count Lecture
Chair: Cate Heyworth-Smith QC, Presenter: Donna Thistlethwaite, Closing remarks: Noela L'Estrange (QLS)	PowerPoint Minds Count Lecture
Recordings	
Recording Minds Count Lecture	

PowerPoint and Papers

File

 200918Strategycard-Minds Count.jpg (35.54 KB)

 200917PowerPointMindsCountLecture.pdf (420.25 KB)

Click on the Recording Link

After viewing the recording in full and clicking **Close Video**, a prompt will appear as below:

Confirm Viewing

By selecting Confirm, you are certifying that you have viewed this CPD recording in full and the recording will be automatically added to your online Schedule 5. Select Cancel if you do not wish for this recording to be added to your Schedule 5.



Click **Confirm** to add the recording to your Schedule 5.

Note: A CPD Event can only be added to your Schedule 5 once. If you already have the CPD Event on your Schedule 5 as an in person or live webcast entry, a new entry will not be automatically added. To ensure compliance, you must edit your Schedule 5 to accurately reflect your method of viewing the CPD.

10. Schedule 5 – CPD Record

Clicking on the Schedule 5 button in your Member Profile will display your current online CPD Record.

CPD Record - Schedule 5

Name: Miss Barrister Tester

CPD Year: 2020 / 2021

2020 / 2021 

Total CPD Points		15.5 / 10	
Ethics (E)	Practice Management and Business Skills (P)	Substantive Law, Evidence, Practice and Procedure (S)	Barristers' Skills (B)
			

Event Code	Date	Activity	Hours	Attendance Type	Points	Presenter Points	Category	Provider	Total	Actions
BAQ	14-05-2019	judicial	5	Live webcast	5	0	S		5	 
Bar Association	09-07-2019	business	5	BAQ web recording	5	0	B		5	 
TEST	05-02-2020	TEST	5	Live webcast	5	0	P E		5	 
BAQ	23-09-2020	test	0.5	In person	0.5	0	E		0.5	 
Total			15.5		15.5	0			15.5	

[Add CPD Event](#)

Note: In accordance with the Administration Rules, all practising certificate holders are required to complete a minimum of 10 CPD points, unless varied in whole or in part under rule 4.7, in each of the categories listed below:

- (E) Ethics and Professional Responsibility;
- (P) Practice Management and Business Skills;
- (S) Substantive Law, Evidence, Practice and Procedure; and
- (B) Barristers' Skills.

Additionally, practising certificate holders should ensure that the CPD activities undertaken are:

- of significant intellectual or practical content that deal primarily with matters related to the practice of law;
- conducted by persons who are qualified by practical or academic experience in the subject covered;
- relevant to their immediate or long term needs in relation to their professional development as a barrister and practice of law; and
- not accrued in respect of any other CPD year.

Your member profile will default to display the current CPD year. At the top left of the Schedule 5 is an option to view previous CPD years. Simply click on the drop down arrow and select the year you wish to view.

CPD Record - Schedule 5

Name: Miss Barrister Tester

CPD Year: 2020 / 2021

2020 / 2021 

- 2017 / 2018
- 2018 / 2019
- 2019 / 2020
- 2020 / 2021**
- 2021 / 2022

To make changes, see the steps that follow.

11. Schedule 5 – Add CPD Event (including the viewing of a recording)

To add a CPD Event or the viewing of a recording to your Schedule 5, click on the button located at the bottom left of your Schedule 5 screen.

Add CPD Event

CPD Record - Schedule 5

Name: Miss Barrister Tester

CPD Year: 2020 / 2021

2020 / 2021

Total CPD Points		15.5 / 10	
Ethics (E)	Practice Management and Business Skills (P)	Substantive Law, Evidence, Practice and Procedure (S)	Barristers' Skills (B)
✔	✔	✔	✔

Event Code	Date	Activity	Hours	Attendance Type	Points	Presenter Points	Category	Provider	Total	Actions
BAQ	14-05-2019	Judicial	5	Live webcast	5	0	S		5	
Bar Association	09-07-2019	business	5	BAQ web recording	5	0	B		5	
TEST	05-02-2020	TEST	5	Live webcast	5	0	P E		5	
BAQ	23-09-2020	test	0.5	In person	0.5	0	E		0.5	
Total			15.5		15.5	0			15.5	

Add CPD Event

Note: In accordance with the Administration Rules, all practising certificate holders are required to complete a minimum of 10 CPD points, unless varied in whole or in part under rule 4.7, in each of the categories listed below:

- (E) Ethics and Professional Responsibility;
- (P) Practice Management and Business Skills;
- (S) Substantive Law, Evidence, Practice and Procedure; and
- (B) Barristers' Skills.

Additionally, practising certificate holders should ensure that the CPD activities undertaken are:

- of significant intellectual or practical content that deal primarily with matters related to the practice of law;
- conducted by persons who are qualified by practical or academic experience in the subject covered;
- relevant to their immediate or long term needs in relation to their professional development as a barrister and practice of law; and
- not accrued in respect of any other CPD year.

The screen below will open. Enter all CPD Event information required and click **Save**.

Enter CPD Points

CPD points earned from events can be captured here and will be allocated to the selected CPD year.

CPD Year *
 Select the Correct CPD Year

Event Date *
 Enter the date*
The Event Date is required.

Event Title *

The Event Title is required.

Event Organiser *

The Event Organiser is required.

Attendance Type *

Attendance CPD Points

Select to allocate presenter, judging, publication points, etc.

CPD Categories *

Hold the Ctrl key while selecting to select multiple. The category is required.

Save Cancel

Event Date*: Use the calendar provided to select the date, it needs to be entered as dd-mm-yyyy (eg. 02-04-2020). The entry will not accept dots or slashes.

CPD Categories*: Holding the Ctrl key down will allow you to select multiple categories at the same time.

Attendance CPD Points*: Points can only be claimed in multiples of 0.25 (15 minutes).

If you presented, chaired, judged at a moot, published an article in a legal journal or completed part or all of a master's degree, click the  underneath the **Attendance CPD Points** box and add the relevant points. See the [CPD Policy](#) for guidance.

Once saved, double check your CPD Event has been added to your Schedule 5 correctly.

Below the Schedule 5, the Note: (image below) gives an overview of CPD Requirements. Review the Association's [Administration Rules](#) dated 19 June 2017 and the [CPD Policy](#) for more information.

Note: In accordance with the Administration Rules, all practising certificate holders are required to complete a minimum of 10 CPD points, unless varied in whole or in part under rule 4.7, in each of the categories listed below:

- (E) Ethics and Professional Responsibility;
- (P) Practice Management and Business Skills;
- (S) Substantive Law, Evidence, Practice and Procedure; and
- (B) Barristers' Skills.

Additionally, practising certificate holders should ensure that the CPD activities undertaken are:

- of significant intellectual or practical content that deal primarily with matters related to the practice of law;
- conducted by persons who are qualified by practical or academic experience in the subject covered;
- relevant to their immediate or long term needs in relation to their professional development as a barrister and practice of law; and
- not accrued in respect of any other CPD year.

12. Schedule 5 – Editing a CPD Event

Any CPD Event that you have manually added to your Schedule 5 via the **Add CPD Event** button can be edited.

To edit the entry, click on the  button under **Actions** (circled below) in the Schedule 5 screen.

Scroll down slightly as the entry will open below. Make the necessary amendments and click **Save**.

Name: Miss Barrister Tester
CPD Year: 2019 / 2020

Total CPD Points		176.5 / 10	
Ethics (E)	Practice Management and Business Skills (P)	Substantive Law, Evidence, Practice and Procedure (S)	Barristers' Skills (B)
✓	✓	✓	✓

Accreditation Code	Date	Activity	Hours	Attendance Type	Points	Presenter Points	Category	Provider	Total	Actions
CU191 (S)	09-05-2019	Current Legal Issues Series, Seminar 1: "Social Justice - Current issues in Australian Corporate Governance"	1.5	In person	1.5	0	S	BAQ	1.5	
BAQ1909 (S)	04-05-2019	Flight MH370 after 5 years - International law and how we use it	1	Live webcast	1	0	S	BAQ	1	
BAQ	06-08-2019	Privilege Claims	1	BAQ web recording	1	0	S	BAQ	1	 
baq	14-01-2020	test	0	In person	0	6	E	BAQ	6	 
test	20-01-2020	test	1	Live webcast	1	0	E	BAQ	1	 
test	31-01-2020	test	1	BAQ web recording	1	0	B	BAQ	1	 

Note: you cannot edit an automated entry from a registered Association CPD, please contact cpd@qldbar.asn.au.

13. Schedule 5 – Deleting a CPD Event

All Schedule 5 entries can be deleted.

To delete a CPD Event, click on the  button under **Actions** (circled below).

CPD Record - Schedule 5

Name: Ms CPD Tester

CPD Year: 2021 / 2022

CPD Year:

Select the CPD year for the Schedule 5.

Total CPD Points		1 / 10	
Ethics (E)	Practice Management and Business Skills (P)	Substantive Law, Evidence, Practice and Procedure (S)	Barristers' Skills (B)
			

Event Organiser	Event Code	Date	Activity	Hours	Attendance Type	Points	Presenter Points	Category	Total	Actions
BAQ	BAQ2111 (S)	22-09-2021	Recording Statutory Interpretation: The Modern Approach and Use of Extrinsic Materials	1	Recorded webcast	1	0	S	1	
BAQ	BAQ2121 (B)	05-10-2021	Career and family as a criminal lawyer (points pending)	1.5	Live webcast	1.5	0	B	0	
BAQ	BAQ2125 (S)	09-11-2021	Recent changes to the Defamation Act (points pending)	1	Live webcast	1	0	S	0	
BAQ	BAQ2126 (E)	16-11-2021	To run or not to run: the ethics of difficult briefs (points pending)	1	Live webcast	1	0	E	0	
Totals				4.5		4.5	0		1	

[Add CPD Event](#) [Export Schedule 5](#) [Move CPD Entries](#)

If you are deleting a complimentary CPD Event, the following *Confirm Deletion* prompt will appear. Click **Cancel** to retain the CPD entry or **Confirm** to delete.

Confirm Action

ALERT - You are about to delete an automatically generated CPD record from your Schedule 5.

Are you sure you wish to delete this record?

[Confirm](#) [Cancel](#)

If you are deleting a paid CPD Event before it has occurred, the following prompt will appear:

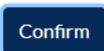
Confirm Action

ALERT - You are about to withdraw from this event.

Note that this is a paid event and there is no automatic refund process, please contact BAQ to request a refund.

If you wish to withdraw from the event please select *Continue*. To cancel this operation select *Cancel*.



Click  to withdraw from the CPD Event. The CPD team will be notified automatically that you will not be in attendance. However, there is no automatic refund process, please email cpd@qldbq.asn.au to request a refund - see the [Legal Education Policy](#) for further information on the Association's Refund Policy.

If you are deleting a paid CPD Event after it has occurred, the following alert will appear:

Confirm Action

ALERT - You are about to remove a CPD record from your Schedule 5.

To withdraw from the event select the *Withdraw* option. Note that this is a paid event and there is no automatic refund process.

If you wish to retain your attendance at the event and remove the CPD record select *Delete*.

Select *Cancel* to cancel this operation.

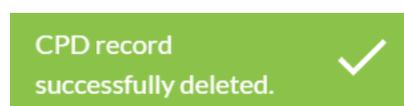
Select an option to proceed.



If you *did not* attend the CPD Event, click  to delete it from your Schedule 5.

If you *did* attend the CPD Event but need to make changes to the entry (for example, number of points earned) click . You will then need to re-add the entry manually with the correct details.

Once you have clicked  a green box will appear confirming your CPD Record was successfully deleted.



14. Schedule 5 – Moving a CPD entry to another CPD year

In accordance with rule 4.10 of the [Administration Rules](#), members can move CPD points accrued from January to March to the next CPD year.

Note: you cannot move an entry to or from a submitted Schedule 5. If you need to edit a submitted Schedule 5, please contact cpd@qldbar.asn.au.

To move CPD points to the next CPD year, access your Schedule 5 and then click on the **Move CPD Entries** button seen below.

Event Organiser	Event Code	Date	Activity	Hours
BAQ	BAQSC20	01-01-2020	Sunshine Coast Bar - Professional Development Day 2020	1
BAQ	BAQSC20	01-01-2020	Sunshine Coast Bar - Professional Development Day 2020	1
BAQ	BAQSC20	01-01-2020	Sunshine Coast Bar - Professional Development Day 2020	4
Totals				6

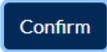
Add CPD Event
Export Schedule 5
Move CPD Entries

Tick the **Move** checkbox for the CPD Events you would like to move, then click **Move** (as per the example below).

To move CPD entries, click the icon to the right of each entry in the Move column. When marked with a green tick, this entry will be moved to the next CPD year. Please note the CPD Policy only permits CPD points from 1 January - 31 March to be moved to the next CPD year.

Move
Cancel

Event Organiser	Event Code	Date	Activity	Hours	Attendance Type	Points	Presenter Points	Category	Total	Move
BAQ	BAQSC20	01-01-2020	Sunshine Coast Bar - Professional Development Day 2020	1	In person	1	0	B	1	✘
BAQ	BAQSC20	01-01-2020	Sunshine Coast Bar - Professional Development Day 2020	1	In person	1	0	E	1	✘
BAQ	BAQSC20	01-01-2020	Sunshine Coast Bar - Professional Development Day 2020	4	In person	4	0	S	4	✔
Totals				6		6	0		6	

An alert will then appear (see example below). Click  to move the selected CPD record to the next year:

Confirm Move

You are about to move the selected CPD records to the 2022 / 2023 year. Are you sure you wish to continue?

In accordance with the [Administration Rules](#), CPD entries cannot be moved to the previous CPD year.

If you have made an error and need to move a system generated CPD entry back, use the  button and delete the entry (see 13). You will then be able to add the CPD Event manually into the correct year (see 11).

15. Schedule 5 – Submit

Your Schedule 5 can be submitted from 1 January as long as you are compliant with CPD requirements. When your Schedule 5 recognises that the minimum requirements have been recorded, a banner will be displayed at the top of your Member Profile and Schedule 5, and the

Submit Schedule 5

button will appear at the bottom of your Schedule 5:

CPD Record - Schedule 5

The Association's records indicate that your Schedule 5 appears to be compliant with your CPD requirements. If so, you can complete and submit your Schedule 5 here.

Submit Schedule 5

If either the banner or the button is missing, please check that you have met all CPD requirements and that you are in the correct CPD Year.

To submit your Schedule 5 online, simply click on the **Submit Schedule 5** button. The following tick box and text will appear.

- certify that, pursuant to the Administration Rules:
- a. I have accrued no fewer than 10 CPD points for the 2020 / 2021 CPD year and that the details set out above are accurate;
 - b. I have accrued at least 1 CPD point in each of the following mandatory categories:
 - i. (E) Ethics and Professional Responsibility;
 - ii. (P) Practice Management and Business Skills;
 - iii. (S) Substantive Law, Evidence, Practice and Procedure; and
 - iv. (B) Barristers' Skills; and
 - c. The CPD activities were
 - i. of significant intellectual or practical content that deal primarily with matters related to the practice of law;
 - ii. conducted by persons who are qualified by practical or academic experience in the subject covered;
 - iii. relevant to my immediate or long term needs in relation to my professional development as a barrister and practice of law; and
 - iv. not accrued in respect of any other CPD year.
- Alternatively, I certify that, pursuant to the Administration Rules:
- a. Either rule 4.8 pro rata calculation or rules 4.18 – 4.21 exemption or extension apply to me;
 - b. I have accrued no fewer than the number of CPD points for the 2020 / 2021 CPD year I am required to complete by the date I am required to complete them, and that the details set out above are accurate; and
 - c. The CPD activities were
 - i. of significant intellectual or practical content that deal primarily with matters related to the practice of law;
 - ii. conducted by persons who are qualified by practical or academic experience in the subject covered;
 - iii. relevant to my immediate or long term needs in relation to my professional development as a barrister and practice of law; and
 - iv. not accrued in respect of any other CPD year.

Confirm

Read the text and if you are satisfied that you are compliant with your CPD requirements and the details are accurate, tick the box and click **Confirm**.

Note: All requests for Exemptions and Dispensations are to be in writing, addressed to the Chief Executive and emailed to cpd@qldbar.asn.au before the end of the CPD year (31 March).

Note: Once submitted, your Schedule 5 is unable to be edited in any way. If you need to make changes, please contact cpd@qldbar.asn.au.

After your Schedule 5 has been submitted, an option to renew your Practising Certificate will appear:

The online renewal process for the 2020 / 2021 year is now open. Click the button below to complete your renewal application online.

Online Renewal

To print a copy of your Schedule 5 for your records, click the **Export Schedule 5** button at the bottom of the Schedule 5 page. The report will download into your Downloads folder.

Event Organiser	Event Code	Date	Activity
BAQ	BAQ2118 (S)	21-06-2021	Recording Queensland Intermediary Scheme: Improving communication vulnerable witnesses
BAQ	BAQ2111 (S)	24-06-2021	Recording Statutory Interpretation The Modern Approach and Use of Extrinsic Materials
BAQ	CLI2102 (S)	05-08-2021	Current Legal Issues, Seminar 2: Common Law Relief from Penalties When Did it All Begin? (points pend

Add CPD Event

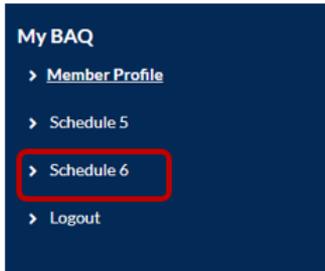
Export Schedule 5

Move CPD Entries

16. Readers – Accessing your Schedule 6

Pursuant to the [Administration Rules](#), readers must record in their online Schedule 6 the hours engaged in court-orientated work, attendance at their initial meeting with their mentors and each monthly review, as well as completion of the Essential Learning Program. The online Schedule 6 will push your entries into the 3, 6 and 12 month intervals and calculates the total hours.

Under Member Profile, select **Schedule 6**.



You can view all information pertaining to your Schedule 6 here, including your Readership start and finish dates and your compliance data.

Schedule 6

Readership Start: 28-04-2021
Readership Finish: 28-04-2022

First meeting junior mentor: 11-05-2021
First meeting senior mentor: 04-05-2021

Over all Schedule Six Compliance	
Total Court Hours	0 / 30
Total of all Court Work Hours	0 / 60
Readership Seminar Compliance	
Compulsory CPD seminars scheduled	2
Compulsory CPD seminars attended	2
Compulsory CPD seminar Compliance	2
Essential Learning Recordings Compliance	
Recordings to view	0
Recordings Viewed	0
Mentor Meeting Compliance	
Mentor meetings required	13
Mentor meetings attended	0

Readership Seminars (see r 3.21 & 3.23)
Essential Learning Program (see r 3.21 & 3.23)
Mentor Monthly Meetings (see r 3.13 & 3.16)
First Three Months (see r 3.17 & 3.18)
First Six Months (see r 3.17 & 3.18)
Second Six Months (see r 3.17 & 3.18)

Add Entry

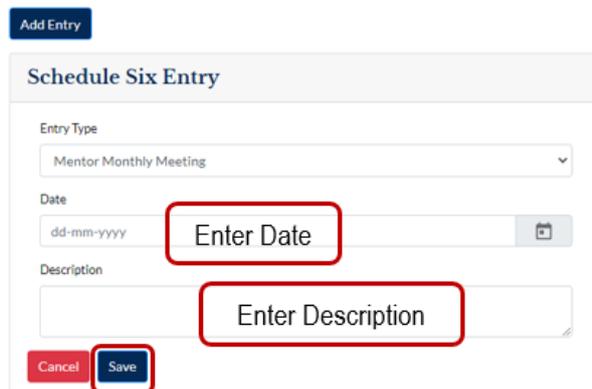
Upon registering for a Compulsory Reader CPD seminar, your Schedule 6 will automatically be updated – see Readership Seminars in your Schedule 6.

Readership Seminars (see r 3.5.11 & 3.5.13)		
Seminar Date	Event Title	Attendance Type
02-04-2020 16:30	Postponed: Junior Bar Advocacy Course - Session 5 of 5 (Compulsory Reader Seminar)	In person
04-02-2020 17:15	Junior Bar Advocacy Course - Session 3 of 5 (Compulsory Reader Seminar)	In person
12-12-2019 17:30	Ethics for Readers (Compulsory Reader Seminar)	In person
13-11-2019 17:15	Junior Bar Advocacy Course - Session 2 of 5 (Compulsory Reader Seminar)	In person

For help registering for a seminar, see step 6 above.

17. Schedule 6 – Adding a mentor meeting

To add Mentor Monthly Meetings click on **Add Entry**, select **Mentor Monthly Meeting** under **Entry Type** and enter the **Date** of the meeting and a description – for example, *Meeting with Jonathan Horton QC*. Then click **Save**.



You can edit a Mentor Monthly Meeting entry by locating the meeting in the **Mentor Monthly Meetings** drop down, and clicking the  button (circled below).

Mentor Monthly Meetings (see r 3.13 & 3.16)			
Meeting Date	Description	Edit	Delete
10-11-2021	Met with junior mentor, discussed current work		
10-11-2021	met with mentor		

This will open the **Schedule Six Entry** box at the bottom of the page with the relevant meeting details prefilled.



Once you have made the required amendments, click **Save**.

17.1. Initial mentor meeting

To add your initial meetings with your mentors, follow the steps above. In addition, the dates of the initial meetings must be added to the date fields at the top of your **Schedule 6**.

Schedule 6

Readership Start: 09-11-2021

Readership Finish: 08-11-2022

First Meeting Junior Mentor

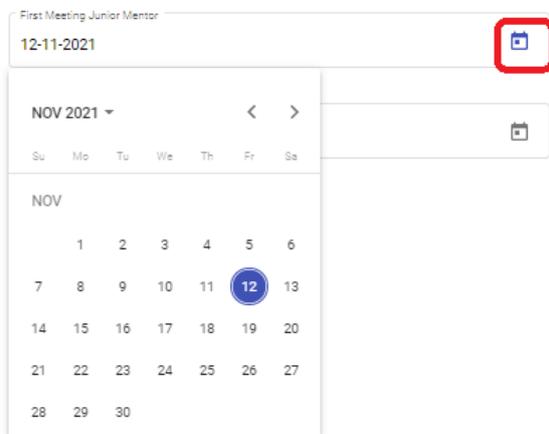


First Meeting Senior Mentor



Save Dates

To do this, either click in the First Meeting box and type in the date of the meeting (using date format dd-mm-yyyy), or click on the calendar icon and select the date from the calendar (as below).



After inserting the dates, click **Save Dates**.

Note: You cannot edit the dates of the initial meetings. If you need to edit these, please contact readership@qldbar.asn.au

18. Schedule 6 – Adding court-orientated work

Under Part 3 of the [Administration Rules](#), readers must complete their minimum hourly requirements for court-orientated work. The court hours must be recorded in the online Schedule 6. Details of these will be provided to the Association when the Readership Program has been completed and the Schedule 6 is submitted online.

To add court hours click on **Add Entry**, select **Activity** under **Entry Type** and enter the relevant details. You may enter the time spent undertaking this court orientated work in multiples of 0.25 (15 minutes). Then click **Save**.

Schedule Six Entry

<p>Entry Type</p> <p>Activity ▼</p> <p>Date</p> <p>01-10-2020 📅</p> <p>Description</p> <p>Read file and observed Tony in Court.</p>	<p>Case / Matter Name</p> <p>Red v Smith</p> <p>Barrister Name</p> <p>Tony Collins QC</p> <p>No. of hours of actual court/tribunal attendances</p> <p>1</p> <p>No. of hours of other court orientated work</p> <p>2</p>
--	---

Cancel
Save

To edit an existing entry, locate the entry in the Schedule 6 and click on the  button (circled below).

First Six Months (see r 3.17 & 3.18)

Date	Details	Case	Barrister	Hours of Actual Court	Hours Preparation	Edit	Delete
10-11-2021	Observed criminal trial	R v Smith	Johns QC	2	0		
Totals				2 / 20	2 / 40		

This will bring up the **Schedule Six Entry** box with the existing details pre-filled.

Schedule Six Entry

<p>Entry Type</p> <p>Activity ▼</p> <p>Entry Date *</p> <p>10-11-2021 📅</p> <p>Description</p> <p>Observed criminal trial</p>	<p>Case / Matter Name *</p> <p>R v Smith</p> <p>Barrister Name *</p> <p>Johns QC</p> <p>No. of hours of actual court/tribunal attendances</p> <p>2</p> <p>No. of hours of other court orientated work</p> <p>0</p>
--	--

Cancel
Save

Once you have made the required amendments, click **Save**.

Note: You cannot edit entries from the **First Three Months** section. Instead, navigate to the **First Six Months** drop down and select the entry you wish to edit.

19. Schedule 6 – Reader Essential Learning Program

Completing the Reader Essential Learning Program is a compulsory part of readership.

To access the Reader Essential Learning Program, navigate to your Schedule 6, by clicking on **My BAQ** (see 16).

Click on the **Essential Learning Program** banner to view your allocated recordings.

Readership Seminars (see r 3.21 & 3.23)
Essential Learning Program (see r 3.21 & 3.23)
Mentor Monthly Meetings (see r 3.13 & 3.16)
First Three Months (see r 3.17 & 3.18)
First Six Months (see r 3.17 & 3.18)
Second Six Months (see r 3.17 & 3.18)

The table displayed will show all recordings allocated to you, and keeps track of the date and time you watch them.

To watch a recording, click on the title (circled below). The video will then open in a new window.

Essential Learning Program (see r 3.21 & 3.23)			
Recording Name	Recording Viewed	Viewing Date	Acknowledge Viewing
A Chair, New Bar Committee - Welcome to the Bar		30-06-2021 17:50	
B1 Cultural Competency		30-06-2021 18:20	
B2 Devilling		30-06-2021 18:36	
B3 Pro Bono			Acknowledge
E1 Misconduct Essentials			Acknowledge
E2 Ethics in practice			Acknowledge

Upon completion of watching the recording, click  located under the video on the left.

A prompt will then appear as below.

Confirm Viewing

Confirm viewing of recording: B3 | Pro Bono

I certify that I have viewed this Reader Essential Learning Program recording in its entirety, and understood its contents.



Click **Confirm** to acknowledge your viewing of the recording.

The date and time of your acknowledgment will now be shown on your Schedule 6 and a green tick will appear as below.

Essential Learning Program (see r 3.21 & 3.23)

Recording Name	Recording Viewed	Viewing Date	Acknowledge Viewing
A Chair, New Bar Committee - Welcome to the Bar	✔	30-06-2021 17:50	
B1 Cultural Competency	✔	30-06-2021 18:20	
B2 Devilling	✔	30-06-2021 18:36	
B3 Pro Bono	✔	12-07-2021 09:31	
E1 Misconduct Essentials	⊘		Acknowledge

If the prompt did not appear to confirm your viewing of the recording, you can click on

 next to the relevant recording on the Schedule 6 page.

A prompt will then appear (as above) for you to acknowledge your viewing.

If you accidentally acknowledge viewing of a recording, please contact readership@qldbar.asn.au.

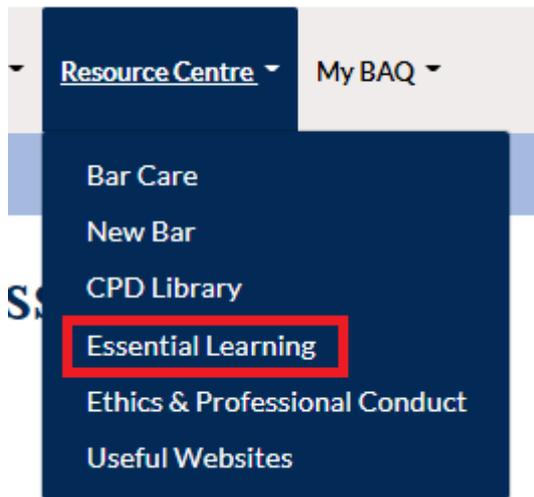
There are documents associated with many of the recordings. Scroll down to underneath the recordings table to find the documents table (as below).

P2 Operational Planning		Acknowledge
P3 Costs, recoverability and retainers		Acknowledge
P4 Section 95(n)		Acknowledge
P5 Direct Access Briefing		Acknowledge

Document Title	Presenter	File
B1 Cultural Competency PowerPoint	Avelina Tarrago	 210323 Avelina Tarrago.pdf (1.72 MB)
B2 Devilling PowerPoint	Christian Jennings QC, Chris George and Pip Coore	 210415 Christian Jennings QC Chris George & Pip Coore.pdf (110.55 KB)
B3 Pro Bono PowerPoint	Matthew Jones	 210323 Matthew Jones.pdf (146.76 KB)
E1 Misconduct Essentials PowerPoint	The Hon. Justice Paul Freeburn QC, Supreme Court of Queensland	 210427 Paul Freeburn QC.pdf (420.68 KB)
E2 Ethics in practice PowerPoint	Kathryn McMillan QC and Margaret Forrest	 210323 Kathryn McMillan QC & Margaret Forrest - List of Cases.pdf (62.86 KB)

To view an associated document, click on the file name in the far right column (circled above).

To view the full Essential Learning Program, including optional recommended content, navigate to the Resource Centre (as below).



Upon completion of the Essential Learning Program in full, 4 CPD points will automatically be added to your Schedule 5 and will appear as below.

BAQ	12-07-2021	Essential learning recordings	4	Recorded webcast	4	0	B E P	4	
-----	------------	-------------------------------	---	------------------	---	---	-------------	---	---

20. Schedule 6 – Submit

Once you have completed your 12 month Readership Program, all your data has been entered into your Schedule 6, and you are compliant in all areas, the **Submit** button will appear (as below).

Second Six Months (see r 3.5.7 & 3.5.8)

Date	Details	Case	Barrister	Hours of Actual Court	Hours Preparation	Edit	Delete
14-04-2020	This was a QCA matter	R v Chardon	Tony Glynn	10	20		
Totals				10 / 10	30 / 20		



Click on the **Submit** button. The following screen will appear:

Tick the box

certify that the details set out above are accurate. I also certify that I have complied with the requirements of readership set out in Part 3 of the Administration Rules of the Bar Association of Queensland.

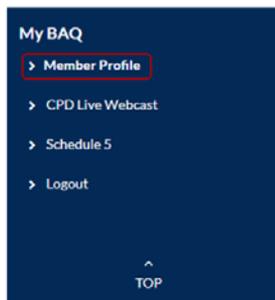
Read the text and if you are satisfied that your Schedule 6 is compliant and the details are accurate, tick the box and click **Confirm**.

The Association regularly audits reader's compliance with the [Administration Rules](#); please continue to maintain and update your Schedule 6 throughout your Readership Program.

21. Practising Certificate – Viewing and printing

As a member of the Association, you have the ability to view and print your Practising Certificate (PC) through your member login on the Association's website - simply follow the instructions below:

Navigate to the **Member Profile** page on the website.



Under the **Practising Certificate** section (circled below), you will find electronic copies of your PC.

Member Profile

Member Profile

Name

Member ID

Chambers

Telephone

Mobile

Home (NFP)

Other (NFP)

Fax

Practising Certificate

PC Year	Issue Date	PC Current QLD	PC Conditions	View
2020 / 2021	01-07-2020	Yes	Nil	
2019 / 2020	01-07-2019	No	Nil	

Order Details

Order Date	Order Type	Information	Total	View
12-05-2020 08:37	Membership fees		\$6,790.92	
24-10-2019 17:30	District Court Judges Drinks Function	In person	\$25.00	

To view your PC, click on the blue eye  under View next to the year of the PC you wish to see (as above). The PC will open in pdf format. You may then **print** and/or **save** the file to your computer.

Note: Please contact the Legal Team on (07) 3238 5100 or email legal@qldbarr.asn.au with any queries you may have regarding your Practising Certificate.

22. Practising Certificate – Renewal

This section provides further information on the process for renewal of your Practising Certificate.

22.1. Private Bar & Employed Bar Members

In late April each year, as a Private Bar or Employed Bar Member, you will receive an email from the Association inviting you to renew your Practising Certificate and membership for the following practising year commencing 1 July. Private Bar & Employed Bar Members have until 30 June to renew, with your current Practising Certificate expiring on 30 June each year.

The email invitation will provide any relevant details including information about Practising Certificate and membership fees. Private Bar Members will be provided information about Group Life premiums and the approved professional indemnity insurers.

You will require the following material:

Private Bar Members must provide a copy of your certificate of currency of professional indemnity insurance with your online renewal. Please note that any invoice/receipt or certificate of insurance will not suffice.

Both Private and Employed Bar Members will require the following material to complete your online renewal:

- if you have any suitability matters to disclose, copies of all relevant documentation, as well as any written statement you wish to provide to the Association regarding same; and
- your credit card details. There is also the ability to pay by BPay.

The email invitation will include a link, but you can access your online renewal simply by logging into your Member Profile (refer to 1. Logging in to your Member Profile above if you require assistance). During the period that renewals are open, if you have not yet renewed, the following banner should appear across the top of your Member Profile:

Member Profile

The online renewal process for the 2021 / 2022 year is now open. Click the button below to complete your renewal application online.

[Online Renewal](#)

Member Profile	Practising Certificate												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Name</td> </tr> <tr> <td style="padding: 5px;">Member ID</td> </tr> </table>	Name	Member ID	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PC Year</th> <th style="text-align: left;">Issue Date</th> <th style="text-align: left;">PC Current QLD</th> <th style="text-align: left;">PC Conditions</th> <th style="text-align: left;">View</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">2020 / 2021</td> <td style="padding: 5px;">01-07-2020</td> <td style="padding: 5px;">Yes</td> <td style="padding: 5px;">Nil</td> <td style="padding: 5px; text-align: center;">👁</td> </tr> </tbody> </table>	PC Year	Issue Date	PC Current QLD	PC Conditions	View	2020 / 2021	01-07-2020	Yes	Nil	👁
Name													
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PC Year	Issue Date	PC Current QLD	PC Conditions	View									
2020 / 2021	01-07-2020	Yes	Nil	👁									

You must submit your CPD Schedule 5 (refer to **step 15. Schedule 5 – Submit** above) online via your Member Profile before the green Online Renewal banner will appear. If you have not submitted your CPD Schedule 5, the following screen will appear redirecting you to do so:

Member Profile

2021 / 2022 Practising Certificate Renewal

The Association's records indicate that you are yet to submit your Schedule 5. You can complete and submit your **Schedule 5 here**. Upon demonstration of your CPD compliance, please return to your member profile to proceed with your application to renew your practising certificate.

Member Profile	Practising Certificate												
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Name													
Member ID													
PC Year	Issue Date	PC Current QLD	PC Conditions	View									
2020 / 2021	01-07-2020	Yes	Nil										

You will be required to step through various screens and answer a series of questions. It will only take approximately 5 minutes to complete. On the final screen of the renewal, you will have the option of entering credit card details or a BPay reference for payment of your fees.

Once submitted, you will receive an email confirming successful submission. If you believe you have submitted your renewal and have not received this email, please contact legal@qldbarr.asn.au.

Once your application is reviewed, approved and payment of your fees has been received, you will then receive a further email confirming your application has been received.

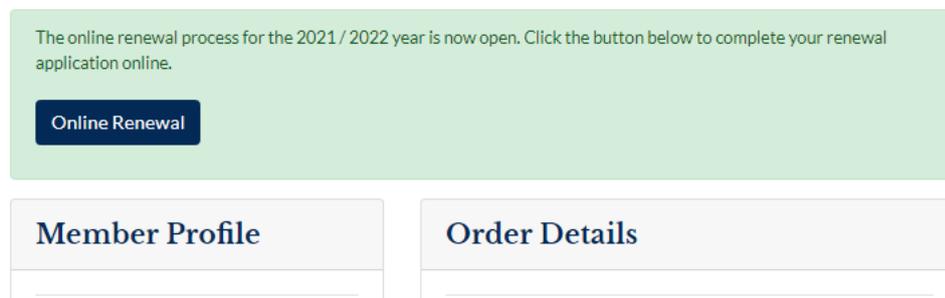
22.2. Associate Members

As an Associate Member, in late April each year you will receive an email from the Association inviting you to renew your membership. Associate Members have until 30 September to renew.

The email invitation will provide any relevant details including information about membership fees and a link to the renewal. You can also access your online renewal simply by logging into your Member Profile (refer to 1. **Logging in to your Member Profile** above if you require assistance).

During the period that renewals are open, if you have not yet renewed, the following banner should appear across the top of your member profile:

Member Profile



The online renewal process for the 2021 / 2022 year is now open. Click the button below to complete your renewal application online.

[Online Renewal](#)

[Member Profile](#) [Order Details](#)

You will be required to step through a few screens which will only take approximately 1 minute to complete. On the final screen of the renewal, you will have the option of entering credit card details or a BPay reference for payment of your fees.

Once submitted, you will receive an email confirming successful submission. If you believe you have submitted your renewal and have not received this email, please contact legal@qldbar.asn.au.

Once your application is reviewed, approved and payment of your fees has been received, you will then receive a further email confirming your application has been received.

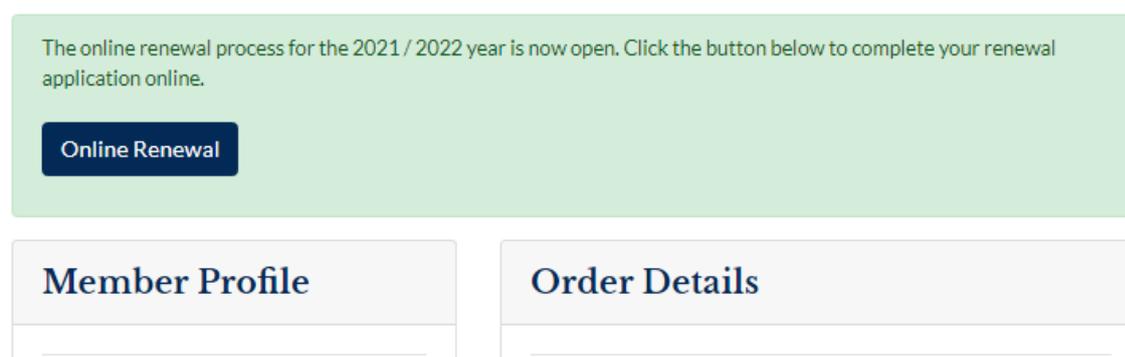
22.3. Interstate Members

As an Interstate Member, on 1 July each year you will receive an email from the Association inviting you to renew your membership. Associate Members have until 30 September to renew.

To complete the renewal, you will need your Practising Certificate for the new year from your home jurisdiction and your payment details.

The email invitation will provide any relevant details including information about membership fees and a link to the renewal. You can also access your online renewal simply by logging into your Member Profile (refer to **step 1 Logging in to your Member Profile** above if you require assistance). During the period that renewals are open, if you have not yet renewed, the following banner should appear across the top of your member profile:

Member Profile



The online renewal process for the 2021 / 2022 year is now open. Click the button below to complete your renewal application online.

[Online Renewal](#)

[Member Profile](#) [Order Details](#)

You will be required to step through a few screens which will only take approximately 2 minutes to complete. On the final screen of the renewal, you will have the option of entering credit card details or a BPay reference for payment of your fees.

Once submitted, you will receive an email confirming successful submission. If you believe you have submitted your renewal and have not received this email, please contact legal@qldbar.asn.au.

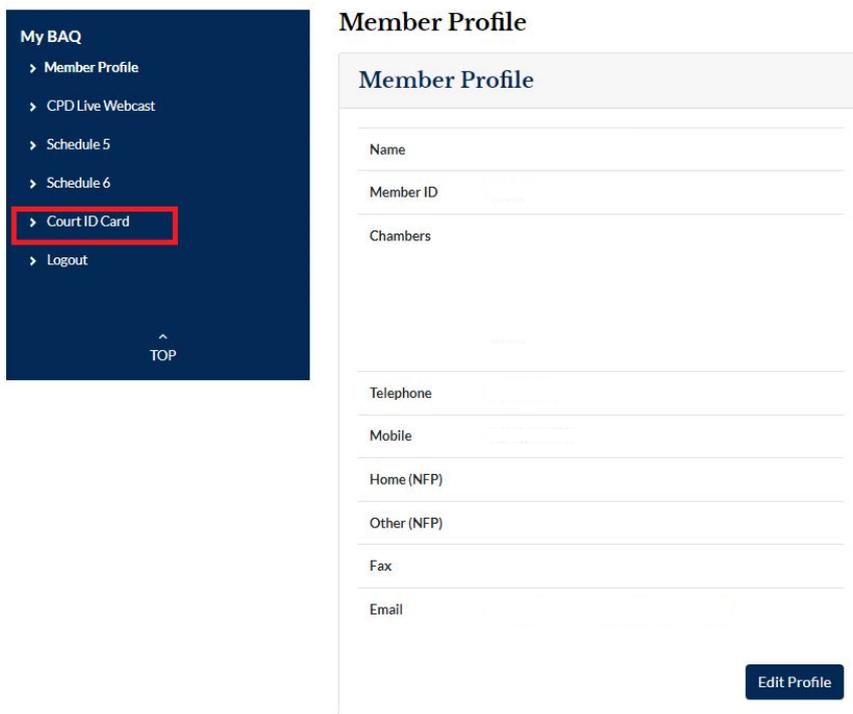
Once your application is reviewed, approved and payment of your fees has been received, you will then receive a further email confirming your application has been received.

23. Court ID Card

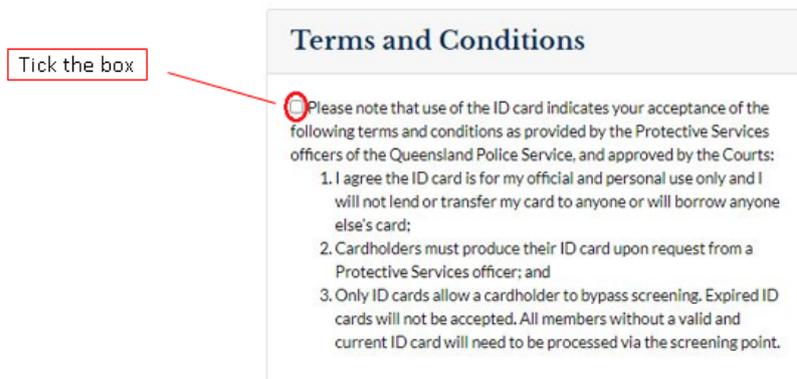
Developed in conjunction with the Supreme and District Courts, the Court ID Card gives you fast-track access to the QEII Law Courts Complex without the hassle of being screened by security.

Court ID Cards are issued by Queensland Police – Protective Services Group, and are available for Private Bar (Class A), Employed Bar (Class B) and Associate (Retired Judicial) Members only. Applications are made via your online member profile and cost \$30.00. Cards are valid for 3 years while you remain a member of the Association.

To apply for a Court ID card, after logging in to your member profile, select the Court ID Card option on the left-hand side of the Home page.



Consent to the Terms and Conditions.



You may pay by credit card or BPay.

To pay by credit card, complete the credit card details and select **Submit**.

Payment Details

Credit Card Details

Card type





Name on card *

Card number *

Expiry Date *

Month

Year

CVV *

Use BPay

Submit

To pay by BPay, select **Use BPay**.

Payment Details

Credit Card Details

Card type





Name on card *

Card number *

Expiry Date *

Month

Year

CVV *

Use BPay

Submit

You will need to log in to your online banking separately and complete necessary steps to process a BPay payment.

The Biller Code and your Customer Reference to use will be shown in the diagram below (circled red). **Please note:** the numbers used in this diagram is an example only.

The Biller Code and your unique Customer Reference number will auto-populate on the portal. Once you get a payment confirmation from your online banking, enter the **Receipt Number *** on the portal.

Select **Submit**.

Payment Details

BPay Details

You have selected to pay via BPay. You will be required to complete your BPay payment with your bank and enter your receipt number before completing your order. Your BPay details are provided below which can be used to complete your payment.

IMPORTANT: Please schedule payment for the date on which you submit your application. The Association is unable to accept applications with delayed payments.

If you wish to proceed with a BPay payment please enter your receipt number otherwise click *Use Credit Card* to pay by card.

Billier Code

Customer Reference #

Receipt Number *

When your payment clears, the Association will email you requesting an ID photo that meets certain guidelines, some of which include:

- Image background must be light grey, cream or white
- Subject must be face on to the camera. No side poses or head tilted down or up
- Glasses can be worn on face, provided frame is not covering any part of the eyes and there is no reflection on the lenses
- Tinted glasses or sunglasses are not acceptable
- Photo must capture image from head to mid torso (picture is cropped to the correct size during processing)
- Images cut from group photos or recreational images are non-compliant
- No sepia or image modifications
- Image uploaded must be current within the last two years
- Image file type must be a **jpg file** only and no more than **2MB** in size.

Once you have provided the Association with a compliant ID photo, the Association will apply to the Qld Protective Service Office for your card. The Association will notify you once the card is received and you will have the option to collect the card from the Association or posted to your nominated address.

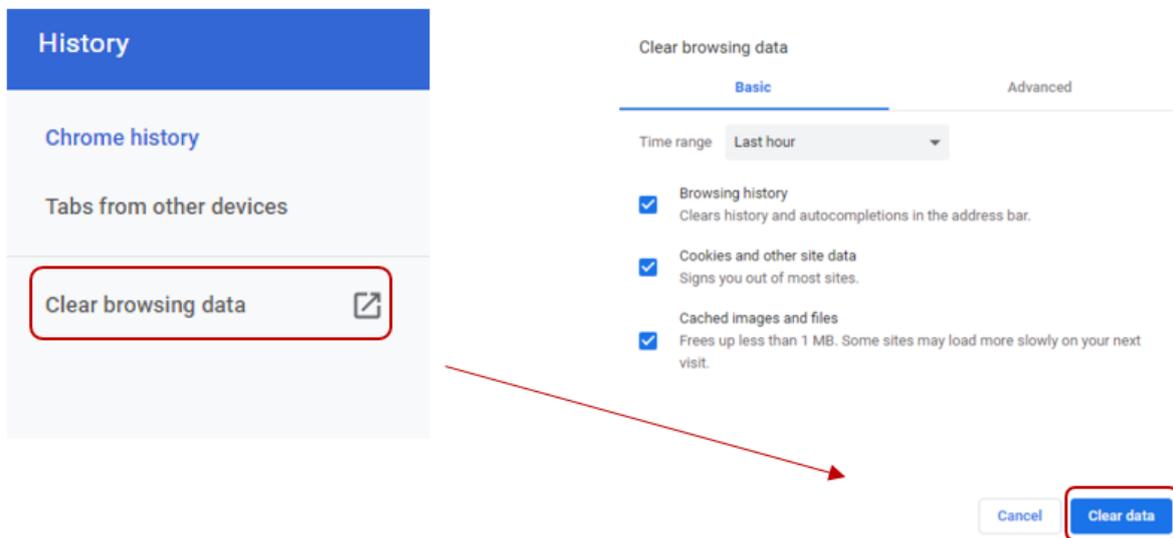
24. Troubleshooting

Chrome remembers and saves passwords, search histories and website data. This can sometimes cause issues when a website rolls out an upgrade to their site. If you experience issues viewing or accessing the website, you can try clearing Chrome’s history. This will clear the browsing data stored on your computer and may help to resolve the issue.

To clear the history in Chrome, click on the three dots at the top right of the Chrome web browser (circled below). Click on History, and then History again.



Click on Clear browsing data and then Clear data



25. Version control

Version	Date	Drafted by	Approved by
1	22 May 2019	Xanthe Cushing, Manager Continuing Professional Development	
2	10 Sept 2021	Various	Kelsey Rissman, Chief Executive
2.1	17 Nov 2021	Alexandra Slater, Business Support Officer	Kali Astill, Director Legal Education