Personal Licence Holders (Refresher) Training
Personal Action Plan

Action	When did you complete this?
1. Check the date of issue of your Personal Licence	
2. Check the **VERY LAST** date by which you **must** train and pass the SCPLH (R) exam by going to **www.scplh.info/calculator** & get an email to confirm this	

3. What is the **VERY LAST** date you must complete the refresher training and pass the SCPLH (R) exam by? **Date:**_____	**Remember -** if you don't pass the SCPLH (R) exam by this date and notify the Licensing Board of this, then **your Personal Licence will be revoked.**

Why not add this date ↑ **minus 12 weeks** as a reminder on your smartphone?
This should leave you enough time to get your training organised.

4. Check with your employer WHO is organising your training	
5. Search for an SCPLH (R) course in your area (type in "SCPLH Refresher courses" into a search engine like Google and add your area)	
6. Book onto an SCPLH (R) course in your area or make sure your employer has booked you onto one	
7. Attend the SCPLH (R) course	
8. Pass the SCPLH (R) exam	
9. Check the website of your Local Licensing Board / the Board that issued you your Personal Licence for the SCPLH (R) notification procedure	
10. Check you have been issued your SCPLH (R) Award Certificate	
11. Photocopy your SCPLH (R) Award Certificate	
12. Complete the SCPLH (R) notification form from the Licensing Board	
13. Attach the copy of your SCPLH (R) Award Certificate to your completed notification	
14. Check if the Licensing Board requires you to return your personal licence for updating - and if so, include this with the information you send them.	
15. Check the Licensing Board website for the correct postal address to send SCPLH(R) notifications	
16. Post the application package to your Local Licensing Board / the Board that issued your Personal Licence - **recorded delivery is advised**.	
17. Retain the information the Board send back (if any) in a safe place	