



## **CILEx Regulation Recognition of Prior Legal Qualifications Policy**

**NOTE: this policy does not cover qualifying law degrees or other qualifications that only partially meet the technical knowledge requirements set out in the education standards. Applicants who have further academic study to complete in order to fully meet the technical knowledge requirements should contact an approved training provider to seek exemption for their qualification.**

**Applicants who believe that they hold pre-existing qualifications which meet all of the technical knowledge requirements set out in the education standards<sup>1</sup> without the requirement for further study, but where the qualifications are not approved qualifications may apply to CILEx Regulation to have the qualifications mapped against the standards. Where the qualifications held fully meet the technical knowledge set out in the education standards, the qualification will be treated as an approved qualification for the purposes of authorisation.**

### Purpose:

1. This policy sets out the recognition of prior legal qualifications policy at CILEx Regulation, which enables individuals seeking authorisation to rely on previously completed qualifications where those qualifications are set and assessed at the same or a higher level than the minimum authorisation requirements.
2. A fee may be charged for making a recognition of prior legal qualifications application.

### Recognition of Authorised Persons authorised by other Legal Services Regulators in England and Wales

3. CILEx Regulation recognises the Authorised Person status of individuals who have been admitted to other regulatory bodies. To make an application to become a CILEx Practitioner, the applicant should submit the following information to CILEx Regulation:
  - a. Certified copy of practising certificate
  - b. An application form and completed prior conduct declaration

### Recognition of Chartered Legal Executive Apprenticeship

4. Chartered Legal Executive Apprentices who have successfully completed their apprenticeship may apply for admission. To make this application, the apprentice should submit the following information to CILEx Regulation:

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<sup>1</sup> The education standards are set out in the Practitioner Authorisation Rules and the accompanying Annexes by specialism – *once this application has been approved links to the standards from the website will be inserted into the document*

- a. Chartered Legal Apprenticeship certificate
- b. A copy of the Employer Declaration confirming qualifying employment requirements have been met
- c. An application form and completed prior conduct declaration

Recognition of prior legal qualifications:

5. Where a training provider delivers a CILEX Regulation approved qualification from the knowledge requirements set out in the CILEx Regulation education standards, the applicant should provide the following information:
  - a. A certified copy of the qualification certificate
  - b. Apply to have qualifying employment assessed by CILEx Regulation (see specialist handbook for more information)
  - c. Apply to have portfolio of evidence assessed by CILEx Regulation (see specialist handbook for more information)
  - d. An application form and completed prior conduct declaration
6. Where the applicant holds one or more legal qualifications which they believe fully meets the technical knowledge requirements in the education standards, they may apply to have the qualification(s) mapped.
7. If the qualifications map to the standards then the qualification will be treated as an approved qualification for authorisation purposes.
8. Where the applicant holds an alternative legal qualification, they should follow the process set out in the recognition of prior legal qualifications' handbook [here].

## **APPENDIX 1**

For applicants relying on a CILEx Regulation approved qualification:

1. Applicants must have successfully completed the qualification
2. Applicants must have achieved the relevant optional/elective modules/units and at the relevant level, in order for the qualification to be recognised
3. Applicants must submit a certified certificate showing they have achieved the qualification
4. Applicants must submit a transcript showing they have achieved the relevant modules/units

Applicants must ensure that a copy of the qualification certificate is appropriately signed and certified before submission. The person certifying your certificate must be a practising or retired professional registered with the appropriate professional body, for example, a Chartered Legal Executive, solicitor, barrister or licensed conveyancer or must be a representative of a an institution recognised by a regulatory authority or professional body to provide learning and/or award qualifications and authorised to sign it on the institution's behalf. CILEx Regulation will carry out spot checks to confirm the authenticity of documents. CILEx Regulation will not accept original certificates.

## **FEES**

### Approved qualifications

There is no fee to applicants relying on an approved qualification (this includes where the applicant has completed a Chartered Legal Executive Apprenticeship or holds a practising certificate with another Approved Regulator).