



Solicitors  
Regulation  
Authority

**SRA Renewals**  
**Practising Certificates (PC) Guide**

October 2018

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# 1. About practising certificates

An admitted Solicitor of England and Wales can apply for a practising certificate through mySRA.

## 1.1 Rule 9 of the SRA Practice Framework Rules

In accordance with Rule 9 of the [SRA Practice Framework Rules 2011](#), if you are practising as a solicitor (including in-house), whether in England and Wales or overseas, you must either:

- have in force a practising certificate issued by the SRA; or
- be exempt under section 88 of the Solicitors Act 1974 from holding a practising certificate.

You will be practising as a solicitor if you are involved in legal practice and:

- your involvement in the firm or the work depends on your being a solicitor;
- you are held out explicitly or implicitly as a practising solicitor;
- you are employed explicitly or implicitly as a solicitor; or
- you are deemed by section 1A of the Solicitors Act 1974 to be acting as a solicitor.

For more information, please see Rule 9 of the SRA Practice Framework Rules 2011. If you have any queries regarding these rules, please contact our Professional Ethics team on 0370 606 2577.

## 1.2 Practising certificate applications – not subject to Regulation 3

For applications not subject to Regulation 3 of the [SRA Practising Regulations 2011](#), we aim to make a decision on 95% of applications within 30 days of receipt.

## 1.3 Practising certificate applications – subject to Regulation 3

Where an individual is subject to Regulation 3 of the SRA Practising Regulations 2011 we may look to impose conditions on their practising certificate.

If we consider conditions are needed, we will contact you to explain why and give you a chance to respond before we make a final decision.

We aim to make decisions on applications within 120 days of receipt.

## 1.4 How do I apply?

An application for a practising certificate (PC) is made through mySRA. The relevant regulations for a PC application are Regulation 2.2 and Regulation 3 of the SRA Practising Regulations 2011.

We will need you to indicate on the application form that you have reflected on your practice and addressed any identified learning and development needs for continuing competence. For more information on continuing competence, please see our website [here](#).

For a renewal application, the fee is £368. For an initial application, the fee is pro-rated throughout the practising year. For more information on pro-rated fees, please see our [Fee Policy](#).

Please note, you will only be able to access the renewal application while you hold a current PC. If you do not hold a current PC, please submit the initial application.

If we require further information we will contact you. If we do not require further information you will only receive an automated email confirming that your PC has been granted.

If you have queries regarding PCs please [contact us](#).

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## 2. The form

If you are submitting an initial application, please make sure you have updated your mySRA account with your current personal and professional details.

The following questions can be found on both the initial and the renewal application forms.

### 2.1 Regulation 3 of the SRA Practising Regulations 2011

Please make sure you have read and understood Regulation 3 of the SRA Practising Regulations 2011 (Regulation 3) before indicating yes or no.

If any of the events or circumstances in Regulation 3 apply to you, please indicate this on the application form as well as which section applies. An additional section will appear to enter which section applies between Sections 2 and 3.

You may wish to upload additional documents explaining the reasons for the regulation 3 event and/or any conditions on your practising certificate.

## 2.2 Removal of existing conditions

If you have indicated yes to being subject to regulation 3, and have conditions on your PC, you can select whether you would like us to consider removing them here.

If you select yes, a box will appear for you to add any comments.

## 2.3 Continuing Competence

The following question will appear:

Have you reflected on your practice and addressed any identified learning and development needs.

For more information on Continuing Competence, please see our guide [here](#).

## 2.4 Reduced registration fees

For more information on fees, please see our fee policy [here](#).

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# 3. Further guidance

## 3.1 Hard copies of practising certificates

### **Do you issue hard copies of PCs?**

You will receive a hard copy of your first practising certificate upon admission. You will not receive hard copies for subsequent practising certificates and we cannot issue them. If you require a certificate of good standing (for instance for admission to a foreign profession), please see the information available on our website [here](#).

## 3.2 Continuing Competence

### **What do I need to do for continuing competence?**

For guidance on continuing competence, as well as what you need to do before making the annual declaration, please see the information available on our website [here](#).

### 3.3 Exemptions under Section 88 of the Solicitors Act 1974

#### **How do I tell you I am exempt under Section 88 of the Solicitors Act 1974?**

If you require an exemption under section 88, please make sure to update your mySRA account with your current place of work and indicate that you are exempt.

If you have any queries regarding this, or require confirmation of your exemption, please [contact us](#).

### 3.4 Section 1A of the Solicitors Act 1974

#### **What is Section 1A of the Solicitors Act 1974?**

If you are on the roll of solicitors and are employed in connection with the provision of legal services, you will be treated as a practising solicitor and must hold a practising certificate.

If you require guidance on this, please see contact our Professional Ethics team on 0370 606 2577.

### 3.5 Refunds for practising certificates when they are no longer required

#### **I applied for and received a PC as I was being interviewed for a job. I didn't get the job, can I apply for a refund?**

You can apply for a refund by writing to us; however, we are not able to provide a refund if the application has been granted. You can apply for your PC to be revoked, but there is no discretion to issue a refund. Please see Regulation 10.2(b)(i) of the SRA Practising Regulations 2011.

### 3.6 Practising certificates when leaving a previous employer

#### **My previous employer applied for a PC on my behalf and I was included in their bulk renewal. I have now left my employer, do I need to apply for a new PC?**

No. If you hold a current PC it will remain active for the entire practising year unless it is suspended or revoked.

### 3.7 Practising certificate suspensions

#### **My PC has been suspended, how do I make an application to lift it?**

If your practising certificate has been suspended following bankruptcy or an intervention, you can apply to us for it to be lifted. Please email [approval@sra.org.uk](mailto:approval@sra.org.uk) to request this.

### 3.8 Applying for a practising certificate following a suspension

#### **How do I apply once I am no longer suspended from practice?**

If you have been suspended from practice, and the suspension has ended, you can apply for a practising certificate by submitting an initial application on mySRA.

If you have any difficulties accessing the application, please [contact us](#).

### 3.9 Reasonable adjustments

#### **How do I apply for a reasonable adjustment?**

If you require a reasonable adjustment, please contact us by:

Email – [renewals@sra.org.uk](mailto:renewals@sra.org.uk)

Telephone – 0370 606 2555

Post – Renewals Team, Solicitors Regulation Authority, The Cube, 199 Wharfside Street, Birmingham, B1 1RN

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