

# CILEX Practitioner or Chartered Legal Executive

Updated 4 March 2024

What you will need to do before applying for admission.

You'll also find a personalised SQE checklist within mySRA [<https://www.sra.org.uk/mysra/>] (in 'My profile') that tracks your progress to admission and highlights next steps.

Open all [#]

## *Solicitors Qualifying Examination route*

### *Create a mySRA account and add your jurisdictions*

- Create a mySRA account and tell us you are a qualified lawyer.
- You do this in the 'My profile' section under 'Jurisdiction'. Please click 'add jurisdiction', select your professional title, and add the date you qualified. This automatically tells us you do not need to have qualifying work experience.

### *Degree*

- Your degree must be a UK degree or equivalent level 6 qualification [<https://www.sra.org.uk/become-solicitor/sqe/degree-equivalent/>] and can be in any subject
- You do not need to go through our separate degree check and validation process. Your certificate of good standing submitted when you apply for admission will be sufficient.

### *Pass the SQE assessments and retrieve your results*

- You can apply for an individual exemption if you have additional work experience and/or other qualifications over and above your CILEX qualification
- You will need to create an account on the SQE assessment website to book any exams you need to sit and get your results
- You'll then need to retrieve your SQE results so we can confirm you have either passed (or are exempt from) all the assessments. You should only do this after you have passed all your required assessments. Log into mySRA and in 'Start a new application', you'll find the form to retrieve your results.

Create your SQE assessment account [<https://sqe.sra.org.uk/registering-and-booking/registering-for-the-sqe>] or go to mySRA [<https://my.sra.org.uk>]

### *Checking your character and suitability and applying for admission*

- We check your suitability as part of your admission application. However, you can also get it checked early if you have any areas of concern
- Before you apply for admission, you must do your screening and have your results
- You will be asked to upload a copy of a certificate of good standing from all jurisdictions where you hold a legal professional qualification and have been admitted. The certificate(s) must be less than three months old (we recommend that the date of issue is no longer than two months on the date you make your application) and confirm:
  - your date of admission
  - that you are in good standing
  - that you have not been subject to any disciplinary proceedings
  - that there are not any pending disciplinary proceedings against you
  - that you are currently entitled to practise.
- When applying for admission, you will choose 'Solicitors Qualifying Examination route' on the form.

Take a look at what we check [<https://www.sra.org.uk/become-solicitor/character-and-suitability/>] or find out how to apply [<https://www.sra.org.uk/become-solicitor/admission/screening/>] for screening

To find out how to apply for admission, see Admission forms and fees [<https://www.sra.org.uk/become-solicitor/admission/admission-forms-fees/>] .

### *Applying for a practising certificate*

Once you have chosen your admission date, you can apply for a practising certificate. Find out how to apply [<https://www.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/apply-practising-certificate/>] .

### *Pathways to admission - CILEx Practioner infographic*

### *Chartered Legal Executives Equivalent Means route*

You can qualify through this route until 31 December 2032 if you have completed, started, or accepted an offer of a place for:



- a qualifying law degree (accepted by 21 September 2021)
- the Common Professional Examination / Graduate Diploma in Law (accepted before 1 September 2021)
- the Legal Practice Course (LPC) (accepted before 1 September 2021)

### *What you need to have*

If you qualify through this route, you will not need to complete a period of recognised training if you:

- met our academic stage requirements [<https://www.sra.org.uk/become-solicitor/legal-practice-course-route/qualifying-law-degree-common-professional-examination/>] through study or exemptions [<https://www.sra.org.uk/become-solicitor/legal-practice-course-route/equivalent-means-information-pack/>] granted
- completed the LPC
- completed the core elements of the Professional Skills Course [<https://www.sra.org.uk/become-solicitor/legal-practice-course-route/professional-skills-course/>]
- been engaged as a Chartered Legal Executive in the practice of law.

### *Applying for admission*

- We check your suitability as part of your admission application. However, you can also get it checked early if you have any areas of concern
- Before you apply for admission, you must do your screening
- When you apply choose 'Chartered Legal Executives' on the admission application form
- You will be asked to upload the following documents when applying for admission:
  - a copy of a certificate of good standing from CILEx Regulation. This must be less than three months old (we recommend that the date of issue is no longer than two months on the date you make your application) and confirm:
    - your date of admission
    - that you are in good standing
    - that you have not been subject to any disciplinary proceedings
    - that there are not any pending disciplinary proceedings against you
    - that you are currently entitled to practise.
  - a copy of your Professional Skills Course certificate(s)
  - a copy of your LPC certificate.

Take a look at what we check [<https://www.sra.org.uk/become-solicitor/character-and-suitability/>] or find out how to apply [<https://www.sra.org.uk/become-solicitor/admission/screening/>] for screening

To find out how to apply for admission, see Admission forms and fees [<https://www.sra.org.uk/become-solicitor/admission/admission-forms-fees/>] .

## *Applying for a practising certificate*

Once you have chosen your admission date, you can apply for a practising certificate. Find out how to apply [<https://www.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/apply-practising-certificate/>] .