

CILEx Listed Exemption Application 2017



CILEx has recognised a number of qualifications for exemption purposes. If you have completed a qualification listed in the CILEx listed exemptions table as seen in Appendix A, you should use this form to apply for exemption. Details of fees required are also shown in the CILEx listed exemptions table.

Please complete all sections of this application form, and ensure you enclose the supporting documents required with your application. **Incomplete applications will be returned.**

Contact Details

CILEx Membership Number (*if applicable*): _____

First Name: _____ Initials: _____ Surname: _____

Address: _____

_____ Postcode: _____

Preferred Contact Details:

Telephone Number: _____ / _____

Email Address: _____

Qualification Details

Qualification Full Title (*as shown on your certificate*): _____

Qualification Awarded By (*Institution*): _____

Date Qualification Awarded: _____

Guidance for Applicants

1. CILEx will not accept incomplete applications. A complete application should include:
 - **Listed Exemption Application**
 - **Certified copy of qualification certificate**
 - **Academic transcript**
 - **Payment**
2. Applicants must have successfully and fully completed their qualification, exemptions cannot be granted for partially completed qualifications.
3. All applications MUST be supported with a certified certificate showing that they have achieved their qualification.

Certificates must be 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. Alternatively the certifying service can also be done at your local post office.

The document being certified must be signed and dated by the certifier along with their job title they must state the following wording:

“I/We certify that this is a true copy of the original (insert document) of (insert name)”.

Please note that CILEx will carry out spot checks to confirm the authenticity of documents.

4. CILEx will not accept original certificates.
5. All applications MUST be accompanied by a transcript showing they have achieved the relevant modules/units.
6. Once CILEx are in receipt of the completed application along with the necessary documentation, it will take up to 10 working days to process.
7. Applicants who wish to appeal exemption decisions must acknowledge this formally with the exemptions administrator within 10 working days from the date of the decision letter.

Exemption Details: applications for exemptions may be made from one or more units of the CILEx professional qualifications. Please ensure that only the units relevant to your qualification are marked. **If you are applying for the *Qualifying Law Degree Exemptions*, please mark only the section below, individual Level 3 & 6 units will not need to be selected.**

Please read carefully through the guidance overleaf before making your application.

Qualifying Law Degree Exemptions – please note only applicants with a qualifying law degree are eligible.

Qualifying Law Degree Exemption	Fee	Select
Associate Membership Grade + Level 3 ONLY	£50	
Associate Membership Grade + CILEx Graduate Fast Track Diploma	£200	

Associate Membership Grade + Level 3 ONLY – Should any member wish to progress onto the CILEx Graduate Fast Track Diploma at a later date, a further exemption fee of £150 will be payable. For further details please contact our Membership Contact Centre: Tel +44 (0)1234 845777 or email: membership@cilex.org.uk

CILEx Level 3 Units – please select the level 3 units from which you are applying for exemption:

Unit Number and Title	Select
Unit 1 Introduction to Law and Practice	
Unit 2 Contract Law	
Unit 3 Criminal Law	
Unit 4 Land Law	
Unit 5 Law of Tort	
Unit 6 Employment Law	
Unit 7 Family Law	
Unit 8 Law of Wills and Succession	
Unit 9 Civil Litigation	
Unit 10 Conveyancing	
Unit 11 Criminal Litigation	

Unit Number and Title	Select
Unit 12 The Practice of Family Law	
Unit 13 The Practice of Employment Law	
Unit 14 Probate Practice	
Unit 15 The Practice of Law for the Elderly Client	
Unit 16 Client Care Skills	
Unit 17 Legal Research Skills	
Unit 18 The Practice of Childcare Law	
Unit 19 Residential and Commercial Leasehold Conveyancing	

CILEx Level 6 Units – please select the level 3 units from which you are applying for exemption:

Unit Number and Title	Select
Unit 1 Company and Partnership Law	
Unit 2 Contract Law	
Unit 3 Criminal Law	
Unit 4 Employment Law	
Unit 5 Equity and Trusts	
Unit 6 European Union Law	
Unit 7 Family Law	
Unit 8 Immigration Law	
Unit 9 Land Law	
Unit 10 Landlord and Tenant Law	
Unit 11 Planning Law – Unit being removed	
Unit 12 Public Law	

Unit Number and Title	Select
Unit 13 Law of Tort	
Unit 14 Law of Wills and Succession	
Unit 15 Civil Litigation	
Unit 16 The Practice of Company and Partnership Law	
Unit 17 Conveyancing	
Unit 18 Criminal Litigation	
Unit 19 The Practice of Employment Law	
Unit 20 The Practice of Family Law	
Unit 21 Probate Practice	
Unit 22 Client Care Skills	
Unit 23 Legal Research Skills	

Payment Details

The appropriate full and valid payment must accompany this form.

Payment by Cheque:

Amount: _____ Cheque Number: _____

Payment by Card:

Card Type: Visa MasterCard

Card Number:

Valid from: Expiry date: Security Code:
 / /

Card Holder Details (if different from the main applicant)

Name on Card: (up to 40 digits) _____

Address: _____

_____ Postcode: _____

Email Address: _____ Signature: _____

Payment by online transaction:

If you have completed your associate membership using online services including payment please specify details of this:

Transaction Date:	
Transaction Amount:	

Employer Invoicing:

Please accept this as confirmation and authority that, upon receipt of the CILEx listed exemption application we agree to pay to the Chartered Institute of Legal Executives the appropriate exemption fee.

Name: _____

Job Title: _____

Company: _____

Email: _____

Signature: _____ Date: _____

Please ensure that you have completed all sections of this application form before returning to CILEx.

Appendix A – CILEx Listed Exemption Table

Qualification Achieved	Approved Exemption	Exemption Fee
AS Level in Law Students who have achieved an AS Level in Law	Level 3 Unit 1 Introduction to Law and Practice	£49
A2 Law (A Level Law) Students who have achieved a full A Level in Law	Level 3 Unit 1 Introduction to Law and Practice AND up to two of the following units if they have been successfully examined: Unit 2 Contract Law Unit 3 Criminal Law Unit 5 Law of Tort <i>Note: students claiming an exemption against any of these 3 units will have to demonstrate that all units of the A Level specification for that specific subject have been successfully completed.</i>	£49 per unit
City & Guilds Level 2 Vocational Paralegal Studies Certificate Students who have achieved an overall distinction in the City & Guilds Level 2 Certificate in Vocation Paralegal Studies	achieve Level 3 Introduction to Law and Practice <i>Note: students must have achieved an overall distinction in three modules (which must include the two core modules The Legal Environment (Unit 1) and Legal Principles (Unit 2)).</i>	£49
City & Guilds Level 2 Certificate/Diploma in Legal Studies (Last registration 31/08/2012) Students who achieved a Pass in the City & Guilds Level 2 Certificate/Diploma in Legal Studies	Level 3 Introduction to Law and Practice <i>Note: students must have achieved a Pass in both Unit 201 The Legal Environment and Unit 202 Principles of Liability</i>	£49
City & Guilds Level 2 Certificate/Diploma in Legal Studies (Registration from 01/09/2012) Students who achieved a Pass in the City & Guilds Level 2 Certificate/Diploma in Legal Studies	Level 3 Introduction to Law and Practice	£49

<p>Edexcel BTEC Level 3 Certificate in Applied Law (Registration from 01/09/2010) Students who achieved a Pass in Edexcel BTEC Level 3 Certificate in Applied Law</p>	<p>Level 3 Introduction to Law and Practice</p>	<p>£49</p>
<p>Qualifying Law Degree CPE / GDL / PGDL Students who have achieved a qualifying (designated as qualifying by the SRA) law degree and plan to remain in the CILEx Associate Grade (ACILEx)</p>	<p>CILEx Level 3 Diploma in Law and Practice</p> <p>*Should any member wish to progress onto the CILEx Graduate Fast Track Diploma at a late date, they will be exempt from having to achieve the Law and Legal Research Skills units from the Level 6 Diploma in Law and Practice and a further exemption fees of £150 will be payable.</p>	<p>£50</p> <p>(£150 optional)*</p>
<p>Qualifying Law Degree CPE / GDL / PGDL Students who have achieved a qualifying (designated as qualifying by the SRA) law degree and wish to progress on to the CILEx Graduate Fast Track Diploma to qualify for Graduate Membership of CILEx (GCILEx)</p>	<p>Level 3 Diploma in Law and Practice, and the Law units from the Level 6 Diploma in Law and Practice.</p> <p><i>Note: students with a qualifying law degree seeking to use the Graduate Fast Track Diploma to gain access to membership of CILEx, it is a requirement that at least one of the Practice units attempted is in an area of law that was a constituent part of their law degree.</i></p>	<p>£200</p>
<p>Legal Practice Course (LPC)</p>	<p>Full exemption from the CILEx qualifications to become a Graduate Member of CILEx. For further details please contact our Membership Contact Centre: Tel +44 (0)1234 845777 or email: membership@cilex.org.uk</p>	<p>£660</p> <p>Includes: Registration Fee First Year subscription Fee Exemption Fee</p>
<p>Bar Professional Training Course (BPTC) <i>(formerly the Bar Vocational Course BVC)</i></p>	<p>Full exemption from CILEx qualifications to become a Graduate Member of CILEx. For further details please contact our Membership Contact Centre: Tel +44 (0)1234 845777 or email: membership@cilex.org.uk</p>	<p>£660</p> <p>Includes: Registration Fee First Year subscription Fee Exemption Fee</p>