**CILEx Listed Exemption Application 2018 - 2019**

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**

1. Applicants must have successfully and fully completed their qualification, exemptions cannot be granted for partially completed qualifications.
2. 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.*

1. CILEx will not accept original certificates.
2. All applications MUST be accompanied by a transcript showing they have achieved the relevant modules/units.
3. Once CILEx are in receipt of the completed application along with the necessary documentation, it will take up to 10 working days to process.
4. 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 out Membership Contact Centre: Tel +44 (0)1234 845777 or email:* [*membership@cilex.org.uk*](mailto: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 Number and Title*** | ***Select*** |
| Unit 1 Introduction to Law and Practice |  |  | Unit 12 The Practice of Family Law |  |
| Unit 2 Contract Law |  |  | Unit 13 The Practice of Employment Law |  |
| Unit 3 Criminal Law |  |  | Unit 14 Probate Practice |  |
| Unit 4 Land Law |  |  | Unit 15 The Practice of Law for the Elderly Client |  |
| Unit 5 Law of Tort |  |  |
| Unit 6 Employment Law |  |  | Unit 16 Client Care Skills |  |
| Unit 7 Family Law |  |  | Unit 17 Legal Research Skills |  |
| Unit 8 Law of Wills and Succession |  |  | Unit 18 The Practice of Childcare Law |  |
| Unit 9 Civil Litigation |  |  | Unit 19 Residential and Commercial Leasehold Conveyancing |  |
| Unit 10 Conveyancing |  |  |
| Unit 11 Criminal Litigation |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Unit Number and Title*** | ***Select*** |  | ***Unit Number and Title*** | ***Select*** |
| Unit 1 Company and Partnership Law |  |  | Unit 13 Law of Tort |  |
| Unit 2 Contract Law |  |  | Unit 14 Law of Wills and Succession |  |
| Unit 3 Criminal Law |  |  | Unit 15 Civil Litigation |  |
| Unit 4 Employment Law |  |  | Unit 16 The Practice of Company and Partnership Law |  |
| Unit 5 Equity and Trusts |  |  |
| Unit 6 European Union Law |  |  | Unit 17 Conveyancing |  |
| Unit 7 Family Law |  |  | Unit 18 Criminal Litigation |  |
| Unit 8 Immigration Law |  |  | Unit 19 The Practice of Employment Law |  |
| Unit 9 Land Law |  |  | Unit 20 The Practice of Family Law |  |
| Unit 10 Landlord and Tenant Law |  |  | Unit 21 Probate Practice |  |
| Unit 12 Public Law |  |  | 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

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Valid from: Expiry date: Security Code:

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**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 | £50 |
| **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  *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.* | £50 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  *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).* | £50 |
| **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  *Note: students must have achieved a Pass in both Unit 201 The Legal Environment and Unit 202 Principles of Liability* | £50 |
| **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 | £50 |
| **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 | Level 3 Introduction to Law and Practice | £50 |
| **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) | CILEx Leve l3 Diploma in Law and Practice  \*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. | £50  (£150 optional)\* |
| **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) | Level 3 Diploma in Law and Practice, and the Law units from the Level 6 Diploma in Law and Practice.  *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.* | £200 |
| **Legal Practice Course (LPC)** | 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](mailto:membership@cilex.org.uk) | £660  Includes:  Registration Fee  First Year subscription Fee  Exemption Fee |
| **Bar Professional Training Course (BPTC)**  *(formerly the Bar Vocational Couse BVC)* | 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](mailto:membership@cilex.org.uk) | £660  Includes:  Registration Fee  First Year subscription Fee  Exemption Fee |