

# Practising certificate renewals for 2018-19: Information for employers

Lawyers can renew their practising certificate from 19 March. Renewals must be lodged by 30 April to avoid attracting a surcharge.

## INFORMATION FOR EMPLOYERS

The 2018-19 practising certificate renewal cycle commenced on **Monday 19 March 2018**. All practising lawyers must renew their practising certificate by 30 April 2018 to avoid paying a surcharge.

All practising certificates expire on 30 June 2018. The Uniform Law mandates annual renewal if a lawyer wishes to continue to practice after this date.

This fact sheet explains the renewal process, including how practising certificates will be issued and how you can assist your employee lawyers to renew.

### Information provided to current certificate holders

All current practising certificate holders have received an email from the Victorian Legal Services Board in the week beginning 19 March 2018. This email explains that the renewal cycle has commenced and includes further information on how to use the Board's [LSB Online](#) portal to renew their practising certificate.

### Emailing certificates

Please advise lawyers to go on to LSB Online to renew their practising certificate. It is vital that all lawyers check and confirm their email address is correct as practising certificates are issued by email.

### Renewal process

LSB Online can be accessed via the Board's website at [www.lsb.vic.gov.au](http://www.lsb.vic.gov.au) from Monday 19 March. Lawyers should log in to LSB Online, review their details and make any required amendments before submitting their form for processing.

### User name

Each lawyer's unique **practitioner number** is their **user name**. This number is issued to them by the Board and can be found on the lawyer's current practising certificate. The practitioner number was also included in the email that the Board sent to each lawyer in the week beginning Monday 19 March 2018.

### Password

Lawyers must log in to LSB Online using the password they used when they last logged in. If they have forgotten their password, they can click on the '*Forgot my password*' link to reset their password.

### First practising certificate during renewal period

**Please note:** As mentioned above, all practising certificates expire on 30 June 2018. Importantly, this includes certificates issued to lawyers who obtained their **first** practising certificate and commenced legal practice between 19 March and 30 June 2018. These new lawyers are *also required to renew their practising certificate* for 2018-19 to enable them to continue to practise after 30 June 2018.

### Not renewing

If a lawyer does not intend to renew their practising certificate for 2018-19, please encourage them to complete the '*Not renewing*' form in LSB Online.

### 'My employer will pay' payment option

Lawyers can elect that their employer pay their practising certificate fees. When a lawyer submits their renewal form they will be given the option to select that their employer will pay.

When your employee submits their application, the Board will send them a confirmation email providing a copy of their application and summary of practising certificate fees. They can provide these to their employer if required.

Employers with an LSB Online account will see their records updated to indicate that a lawyer has submitted their renewal form.

#### **Legal entity account**

Legal entities can use their [LSB Online](#) account to track which of their lawyers have submitted a renewal form and to see the practising certificate fees payable for each person. You can also add or remove lawyers from your payment list through LSB Online.

#### **Legal entity payments**

The Board **will not issue an invoice** for practising certificate fees. You can view the total amount payable through LSB Online. Payments can be made by credit card through LSB Online or by BPAY.

If paying by BPAY, the details will appear on the screen and can be emailed to you. You can then log in to your financial institution to make a BPAY payment.

Payment must be made by **30 April 2018**. Your lawyers will not receive their practising certificates until their practising certificate fees have been paid.

#### **Receive a copy of your employees' submitted renewal applications by email**

Your employees can elect to have a copy of their renewal application sent to you or another person by email. To do this, lawyers must enter the intended recipient's email address when prompted to do so. If you wish to use this facility, please advise your employees to enter the relevant staff member's email address in LSB Online when the system prompts them to do so.

#### **Confirmation email**

Lawyers will receive a confirmation email from the Board when they submit their renewal form. If a lawyer does not receive a confirmation email from the Board, please ask them to contact LSB Online: [online@lsbc.vic.gov.au](mailto:online@lsbc.vic.gov.au).

#### **Assistance**

If you or any of your employees have any questions or require assistance with the online process, please email [online@lsbc.vic.gov.au](mailto:online@lsbc.vic.gov.au).