

Practising certificate renewals for 2016-17: Information for employers

Lawyers can renew their practising certificate from 21 March. Renewals must be lodged by 30 April to avoid attracting a surcharge.

INFORMATION FOR EMPLOYERS

The 2016-17 practising certificate renewal cycle starts on *Monday 21 March 2016*. All practising lawyers must renew their practising certificate by 30 April 2016 to avoid paying a surcharge.

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

Information provided to current certificate holders

All current practising certificate holders will receive an email from the Victorian Legal Services Board in the week beginning 21 March 2016. This email will explain 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.

Important: All renewals are to be completed online

Lawyers will only be able to renew their practising certificates through LSB Online.

LSB Online is a secure, reliable and efficient way for lawyers to renew their practising certificate. It is designed to be easy to use and pre-populates some of the lawyer's information in the online form. Most renewal applications can be completed within minutes.

The Board's LSB Online Support team is available to help lawyers with any queries.

We are emailing certificates

It is vital that all lawyers check and confirm their email address is correct as practising certificates will be issued by email.

Renewal process

LSB Online can be accessed via the Board's website at www.lsb.vic.gov.au from Monday 21 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 will also be included in the email which the Board will send to each lawyer in the week beginning Monday 21 March.

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

Applications for new practising certificates are also submitted through LSB Online. A lawyer who applies for their first practising certificate to commence *during* the renewal period (i.e. 21 March to 30 June) is also required to renew that practising certificate for 2016-17 to enable them to continue to practise after 30 June.

Not renewing

If a lawyer does not intend to renew their practising certificate for 2016-17, please encourage them to complete the '*Not renewing*' form in LSB Online. Alternatively they may contact the LSB Online Support team to assist them with this process.

'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 (see Figure 1).

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

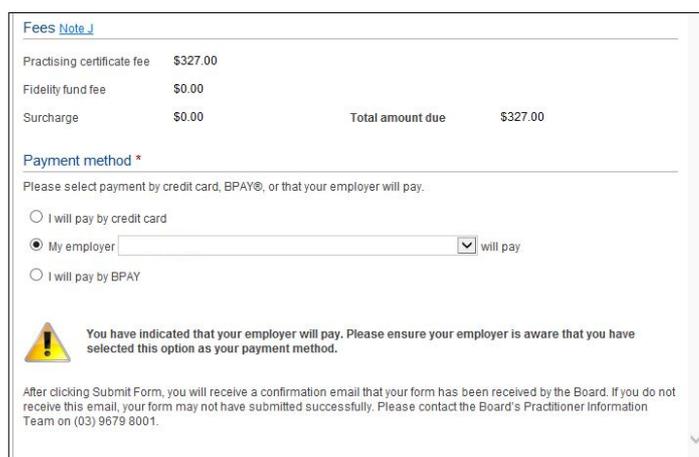


Figure 1: LSB Online renewal form - payment options page

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. If you registered a Legal Entity account with LSB Online last year, we recommend you go to [LSB Online](#) prior to the start of the renewal period to confirm that your login details are correct.

Legal entity payments

The Board **will not issue you with an invoice** for your employees' practising certificate fees. You can view the total amount payable through LSB Online. Payment 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 2016** to avoid a surcharge. 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 again 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 (see Figure 2). 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.

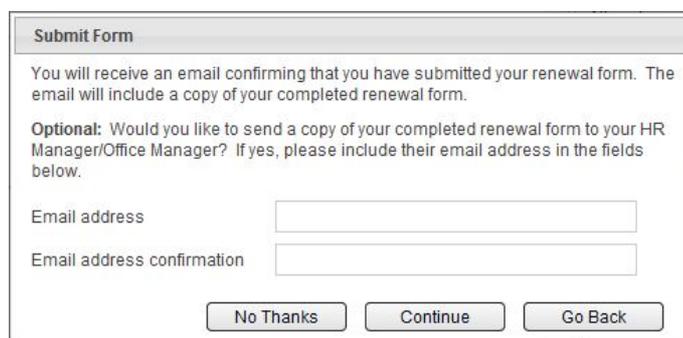


Figure 2: LSB Online renewal form - payment options page

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 call LSB Online Support on 9679 8111.

Assistance

If you or any of your employees have any questions or require assistance with the online process, please contact the LSB Online Support team on 9679 8111 or email online@lsbc.vic.gov.au.