

# Renewing your practising certificate for the 2018-19 year

The practising certificate renewal period commences on 19 March and will close on 30 April 2018. Renewals lodged from 1 May 2018 will attract a surcharge.

## INFORMATION FOR LAWYERS

The Victorian Legal Services Board is responsible for assessing and processing practising certificate applications for all Victorian registered solicitors.

For Victorian barristers, the Board has delegated this function to the Victorian Bar.

Solicitors with queries about the process for renewing their practising certificate, or the information required on the renewal form, should contact the Board's Practitioner Services team via email:

[online@lsbc.vic.gov.au](mailto:online@lsbc.vic.gov.au)

Barristers with queries should contact the Victorian Bar (Tel: 03 9225 7111 or [email: pcrenewals@vicbar.com.au](mailto:pcrenewals@vicbar.com.au)).

### Online practising certificate renewal

All renewals are submitted via the Board's LSB Online service. You must submit your renewal by **30 April 2018** to avoid attracting a late application surcharge.

Instructions about how to renew your practising certificate online are provided below. Practitioner Services can also assist you with submitting your online renewal application.

### Renewal by practitioners is mandatory

The Legal Profession Uniform Law mandates annual renewal (s.10). Practising unlicensed is an offence. When eventually granted, the license cannot be backdated. Legal fees received whilst unlicensed must be returned to clients.

### Continuing professional development (CPD)

Section 52 of the Uniform Law requires all practitioners to comply with the CPD rules for the year ending 31

March of each year. Please note that non-compliance may impact your ability to renew your practising certificate. For more information about CPD compliance, solicitors please contact the Law Institute of Victoria, or for barristers, the Victorian Bar.

### Supervised legal practice

If you have previously been subject to supervised legal practice but believe you have now completed the requisite period, you will need to apply to have the supervised legal practice condition removed from your practising certificate. Refer to the [Board's website](#) for more information about supervised legal practice.

### First practising certificate during renewal period

A lawyer who applies for their first practising certificate to commence *during* the renewal period, 19 March to 30 June 2018, **is also required to renew that practising certificate for 2018-19 to enable them to continue to practise after 30 June 2018.**

### Not renewing

If you do not intend to renew your practising certificate, please indicate this by completing the 'Not renewing form' on LSB Online.

### Privacy and your information on the public register

The Board is required to keep a register holding details for each Australian legal practitioner registered in Victoria, including name, date of birth, date of admission and address for service. The Board is required to make the register available for public inspection.

With the exception of date of birth, the Board has approved register information to be provided to the public via the Board's website, by telephone and in writing (including via email). Please note: the address you provide as your address for service (a street address allowing for personal service of documents) will be

accessible to the public through the above means. You may wish to consider what address is appropriate for you to have displayed on the web site. Your address for service cannot be a post office box.

#### How to renew online

##### 1. **Access LSB Online**

Go to the Board's website at [www.lsb.vic.gov.au](http://www.lsb.vic.gov.au) and on the home page click on the green 'LSB Online' button.

##### 2. **Enter your username and password**

Your username is your practitioner number, which can be found in the email sent to you by the Board on 19 March 2018. You can also find your practitioner number on your current practising certificate. Your practitioner number begins with the letter 'P' and is comprised of **seven numbers**. For example: **P0012345**.

##### 3. **Password**

You will be required to login using the details that you used when last logging into LSB Online. If you have forgotten your password, go to the LSB Online Login page and click on the 'Forgot my password' link.

##### 4. **Renewal steps**

Click on the 'Forms' link located on the 'Welcome' page. From the 'Forms' page, click on the link: 'Start a practising certificate renewal form', which will launch the online renewal form.

The online form pre-populates some of your practitioner information. *Please check all details carefully before submitting your form.*

You can navigate through the online form using the 'Next' button at the bottom of the form. When you are ready to submit your renewal form, simply click on the 'Submit Form' button at the bottom of the page. Any errors will be displayed on the right hand side of the screen.

##### 5. **Payment**

Payment can be made by BPAY or credit card. If paying by BPAY, simply print the invoice on the payment screen and log into your financial institution to make a payment using the details listed on the invoice. If you wish to pay by credit card, you will be asked to enter your credit card details on the payment screen. A receipt will be emailed to you when your payment has been processed by the Board.

If you submit your renewal after 30 April you are required to pay a surcharge. The Board may grant you an exemption from paying the surcharge under certain circumstances. If your application for surcharge exemption is approved by the Board you will receive a refund of the surcharge amount.

##### 6. **My employer will pay**

You can elect for your employer to pay for your renewal fees. This means your employer will log into their Legal Entity account in LSB Online and pay your fees. **Please check with your employer first before choosing this option.**

If your employer is paying, please select 'My employer will pay' on the 'Payment' tab. Your employer's payment records will then be updated to indicate that you have submitted your renewal form.

When you submit your application, the Board will send you a confirmation email providing **a copy of your application and summary of practising certificate fees**. You can provide these to your employer if required.

Your employer must log in to LSB Online to pay. If they do not wish to pay via LSB Online, they may contact Practitioner Services to discuss payment options. Your practising certificate will not issue until your employer has paid your fees.

##### 7. **Confirmation email**

You will receive a confirmation email from the Board upon submitting your renewal form. Failure to submit your form by **30 April 2018** will attract a late application surcharge.

##### 8. **Emailing your Practising Certificate**

The Board will issue practising certificates electronically. It is vital you check that your email address is current in your renewal application to ensure you receive your practising certificate when it is issued.

#### Queries

If you have a query about your renewal application, please contact Practitioner Services (for solicitors) or the Victorian Bar (for barristers) on the details below.

#### Practitioner Services (for solicitors)

Tel: 03 9679 8000

Email: [online@lsbc.vic.gov.au](mailto:online@lsbc.vic.gov.au)

#### Victorian Bar (for barristers)

Tel: 03 9225 7111

Email: [pcrenewals@vicbar.com.au](mailto:pcrenewals@vicbar.com.au)