

Becoming an in-house CPD provider

Application for authorisation

Education & Training Unit
Last updated: 7 January 2010

If you wish your firm or organisation to be authorised as an in-house CPD course provider please send the completed application together with a cheque for £200.00 made payable to "The Law Society" to

The Finance Department
The Solicitors Regulation Authority
Ipsley Court
Berrington Close
Redditch
Worcestershire B98 0TD

DX 19114 Redditch

Please complete the following form in BLOCK capitals.

1. Name of firm or organisation

Name in full

Main office address

DX number

Telephone number

Fax number

Investor in People (IIP)/LEXCEL

Yes

No

Please attach letterhead bearing IIP logo or certificate for proof.

If yes, your fee will be £100.

2. Please give the name of the person who will take responsibility for ensuring that the courses comply with the criteria and the terms and conditions of authorisation. This person should be a partner, senior manager or senior officer of the organisation.

Name Mr/Mrs/Miss/Ms

Position

Contact address

DX number

Telephone number

Email address

Fax number

Please tick the relevant box into which category your organisation falls:

Sole practitioner

Small firm (2-4 partners)

Medium firm (5-25 partners)

Large firm (26+ partners)

Consortium

In-house legal department

Other

3. What evaluation systems will you use? (please give details on a separate sheet if necessary.) For example, feedback sheets; verbal feedback etc.

4. If you wish the day to day contact/administration to be delegated to another person please give details below.

Name Mr/Mrs/Miss/Ms

Position

Contact address

DX number

Telephone number

Email address

Fax number

5. Please indicate, by ticking the box below, that you have read, understood and agree to comply with the terms and conditions of authorisation.

Failure to tick the box will result in your application being returned to you and a delay in processing your application.

To be signed by the person named in 2 above:

Signed

Name

Date

If you have any queries relating to this form, please telephone the Contact Centre, the Solicitors Regulation Authority, on +44 (0)1527 504450. Lines are open 09.00 hours – 17.00 hours, Monday – Friday. Alternatively, e-mail contactcentre@sra.org.uk.

FOR OFFICE USE ONLY

Recommendation _____

Conditions _____

Validation & Monitoring Officer

Date _____ Signature _____

Manager Validation & Training

Date _____ Signature _____