Course Provider Authorisation – Annual Fees
Completing the application

Contents

1. Accessing mySRA

The Course Provider Authorisation application is found in our online portal called mySRA.

You can complete the application, pay your fee and keep your personal and organisation details correct through mySRA.

You will have to either activate or register an account on mySRA.

Who should Activate an account?

The following members of our regulated community should have already activated their mySRA accounts:

- **solicitors,**
- **registered European lawyers,**
- **registered foreign lawyers,**
- **non-lawyer managers,**
- **other lawyer managers.**

For more information on activating an account click here.

Everyone else should register an account by clicking here.

There are separate user guides for activating and registering an account if needed.

2. Logging in to mySRA

Go to the mySRA login page, here and click the blue **Login** button.

Enter your username and password, click **Login**.

Tips:

Forgotten username:

- Click on **Forgotten username?**
- Enter your email address and press **Submit**
- Your username will be emailed to you

Forgotten password:

- Click on **Forgotten password?**
- Enter your username and press **Submit**
- A code will be sent to your email address
- Enter this code, press **Submit** and then change your password

If you can't remember the email address held on your record please Contact us

3. Accessing the application

You will need to update your **Personal and Professional Details** within the **My Profile** section of your mySRA account. Guidance can be found in the individual mySRA user guide.

- Add yourself to your organisation
- Add your Post within that organisation
- Add the Role of 'Course Provider Contact'

You will need to add the Role of 'Course Provider Contact' in order to access the application.

1. Add yourself to your organisation.

- Click **My Profile**
- Click **Personal & Professional Details**
- Click **Add organisation**

Use the SRA ID on the email we sent you to search for your organisation. Please be aware that this may not be the site location of where the programmes are delivered.

- Click **Search**
- Select the firm and enter the **Date employment started**
- Click **Save**

You have now added yourself to your organisation.

2. Create a post and role.

Post:

- In the **Select Organisation** drop down list, select the organisation you have just added.
- Additional tabs will now appear. These include 'Posts' and 'Roles'

- Click the **Posts** tab,
- Select your post (Select 'Employee' if you do not see a suitable match. You can't add a post that is not listed.)
- Enter a Post Start Date
- Click **Save**.

Organisation name: BPP LAW SCHOOL

| Personal Details | Personal Addresses | Email Addresses | Languages | Work Categories | Jurisdiction | Professional Details | Office |

Posts | Roles

Within this section you can open and/or close a post. The drop down list below only contains the permitted managerial and non-managerial posts available for your organisation type.
Please note that for the SRA to formally recognise an individual as a manager within an organisation, they must hold the appropriate post. Within the glossary of the SRA Handbook, a manager is defined as
> a member of an LLP;
> a director of a company;
> a partner of a partnership or
> in relation to any other body, a member of its governing body.
As an organisation you are responsible for the accuracy of this information.

Post ?	Post Start Date	Post End Date	
Employee	02/05/2016	dd/mm/yyyy 🗓	Save ✏

Post

--Select-- ▾

Post Start Date

dd/mm/yyyy 🗓

Save ⊘

Role:

- Select the '**Role** tab
- Select the 'Course Provider Contact' role.
- Enter a Role Start Date
- Click **Save**

| Personal Details | Personal Addresses | Email Addresses | Languages | Work Categories | Jurisdiction | Professional Details | Office |

Posts | **Roles**

Within this section you can open and/or close a role. The drop down list only contains permitted roles for the individual. Note that if you end a post that allows a particular role, that role will be ended also.

Role ?	Role Start Date	Role End Date	
Course Provider Contact	02/05/2016	dd/mm/yyyy 🗓	Save ✏

What role(s) does this contact fulfil?

--Select-- ▾

Role Start Date

dd/mm/yyyy 🗓

Save ⊘

If you are in an organisation that is not a law practice we will add an additional role of 'Organisation Contact' to your record. This will allow you to edit the organisation details in mySRA (e.g. Telephone number, address)

This will take 48 hours

4. Completing the application form

Note: The screenshots in this guide are used to provide an example of the screens you will see when completing your application.

To access the application form:

- Click **My Services**
- Then **Organisation Related Services**
- Select the organisation from the drop down menu
- Click **Continue**
- The application can be found under 'new applications' if this is the first time you have accessed the form or 'draft applications' if you have already started it.
- Click **Select** next to the application **Course Provider Authorisation – Annual Fees 2016-2017**

Application	Assessment Year	
Course provider authorisation - Annual Fees	2016-2017	Select

Complete the application

The application is made up of 2 sections which are displayed in the left-hand menu.

Office Details

Your organisation name and address details will appear in the table as detailed below.

- Select the office
- Click **Save and Continue**

The office and SRA ID should be the same as the office and SRA ID highlighted in our email to you. If it is not then same or you can't select an office please Contact us.

If you want your invoice to be sent to a different billing address you can choose to do so during the payment section.

Fee declaration and payment

This will display the courses your organisation is able to deliver. If any course type is missing please Contact us.

You must enter the data required, which will either be:

- Number of courses delivered
- Number of individuals enrolled

The data entered here must be the *collated total* for all courses delivered/individuals enrolled at all of your office locations. It is **not** only the totals for those trained at the office named on the previous page.

- Click **Calculate** to see the total annual fee
- Click **Save and Continue** to move onto the payment section

The course types that you are authorised to deliver are listed below. Please answer the questions in the boxes provided.
If any of your authorised course types are not shown, please *contact us*
Once you have entered all of the requested information select "Calculate", this will display the fee for each course type and the grand total at the bottom of the page.
When you are satisfied the information you have entered is correct select "Save and Continue".

Authorisation type	Course information question	Course information answer	TOTAL FEE (£)
LPC	LPC: How many students are full time?		
LPC	LPC: How many students are part time year 1?		
LPC	LPC: How many students are part time year 2?		
LPC	LPC: How many students are on an exempting law degree?		
A flat fee is payable for QLD and CPE/GDL course providers. If you are authorised to deliver one of the course types, the fee payable is £200. If you are authorised to deliver two or more of the course types, the fee payable is £400. The fee due will be displayed when you select "Calculate".	Flat fee		
	GRAND TOTAL (£)		

Save and Continue ⟩ Calculate

5. Making Payment

You will need to enter your billing address details. You can change any of the details in this section

If you are making payment by Debit or Credit card, the billing address should be the registered address for the Credit or Debit Card used to make payment.

After entering your details click **Save and Continue.**

Choose your method of payment

You can choose to pay either:

- by Debit or Credit Card; or

- you can select the 'Bill me' option where you will receive an invoice which can be paid via BACs

When you make a selection, click **Continue.**

Credit or Debit Card

Click **Yes** to the following question.
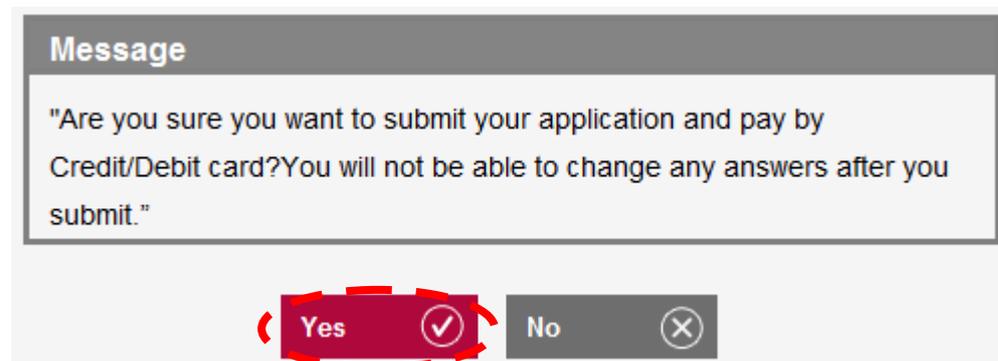
You will be directed to the **WorldPay Secure Payment Page** where you can enter your credit or debit card details.

Select your payment method by clicking on one of the displayed card logos.

Tip: We use **WorldPay** to process your payments in a secure environment. We only accept Mastercard, Maestro and Visa so you must select one of these logos.

In the **Card Details** section enter your credit or debit card details exactly as they appear on your card.

Secure Payment Page

Please review your purchase details, then select a payment method to continue.

Select language   English ▼ ▶

Choose currency   ▼ ▶

The Law Society
Description

Amount

Select your payment method   ❓

MasterCard   VISA   Maestro
MasterCard   Visa   Maestro

Cancel ✖

payments powered by
WorldPay   For help with your payment visit the: WorldPay Help.

The **Cardholder details** section should pre-populate the billing address you supplied on your application form. The billing address must be the same address as that registered for the credit or debit card you are paying with.

- Enter your email address. Confirmation of your payment will be sent here.
- Click **Make Payment**

Tip: Depending on your credit or debit card provider, a cardholder authentication page may appear that requests further details.

If you experience difficulties completing the cardholder authentication page then you will need to contact your card provider.

Secure Payment Page

Select language   English ⌄ ▶

The Law Society
Payment method   **Visa**   **VISA**
Description   **Renewal of practising
                     certificates/registrations
                     and payment of
                     periodical fees**
Amount   **£5,252.00**

Card details   ❓

* Indicates a required field

* Card number   [   ]
  Security Code   [   ]
* Expiry date   [-- ⌄] [---- ⌄]
* Cardholder's name [   ]

Cardholder details   ❓

* Indicates a required field

* Billing address   [   ]

  Postcode/ZIP code [   ]
* Country   [Choose your country.   ⌄]
  Telephone   [   ]
  Fax   [   ]
* Email address   [   ]

🕑 **Start again**   **Make payment** ✔
✖ **Cancel**

Once your payment has gone through, you will receive a confirmation email
from **WorldPay**. You are also returned to the mySRA website. Once your
payment is successful, a message will be displayed, as shown below.

Transaction number:
Transaction amount: 5252.00
Transaction status: Successful
Invoice number:

Thank you for submitting your application. You can view your payment summary here.

A copy of your invoice will be saved in the My Documents section of your account shortly.

We aim to process 95 percent of applications within 30 days. Once we have considered your application, we will notify you of our decision.

You can track the progress of this application in the My Services section of your account.

Back To Services

Your application has now been submitted. We aim to process 95% of applications within 30 days and will send you an email confirmation once your application has been processed.

Note: You will need to address any questions you have about the WorldPay payment pages directly to WorldPay. Visit www.worldpay.com/shopper

There may be a rare occasion where the re-direct back to mySRA is interrupted and you don't get a message confirming your application has been submitted. Instead, you may be presented with a blank screen, or a generic error message. Your application may remain in a draft status in mySRA.

Please **do not** try to access your draft application or make payment again. If you have received an email from WorldPay confirming payment you do not need to do anything. We will process your application and if necessary, we will contact you to request further information.

If you have not received an email confirmation from WorldPay about your payment, please Contact us.

Bill Me

Selecting Bill me will submit your application and open a page with Law Society payment details. A VAT invoice will be available to download from your mySRA account within 72 hours and is payable immediately.

You must arrange for payment to be made as soon as possible by BACs, Chaps or telegraphic transfer quoting the Reference Number on the invoice.

Cheques are NOT accepted as a method of payment; any cheques received will be returned immediately.

Your application has now been submitted. We aim to process 95% of applications within 30 days and will send you an email to confirm when this is done.

6. How to contact us

Telephone

You can call our Contact Centre on 0370 606 2555 (inside the UK)
International callers +44 (0)121 329 6800

Opening hours

08.00 to 18.00; Monday, Wednesday, Thursday, Friday
09.30 to 18:00; Tuesday

Email

contactcentre@sra.org.uk

Post

Contact Centre
Solicitors Regulation Authority
The Cube
199 Wharfside Street
Birmingham, B1 1RN

DX 720293
BIRMINGHAM 47

Reasonable adjustments

Our reasonable adjustments policy is published on our website. If you have a disability under the Equality Act (2010) you can make a request for a reasonable adjustment. You can download a request form at Contact us and return it to us using our postal address or you can contact us by phone.