

mySRA update

Registering a period of recognised training

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Some people may have a problem when registering their period of recognised training and selecting their correct office. If this happens to you, please select any office for your organisation and then [email us \[https://www.sra.org.uk/contactus\]](https://www.sra.org.uk/contactus) this information:

- your full name
- your SRA number
- your employer's name and their SRA number
- the correct office you are attached to.

If you have already started a PRT and not yet registered it, please see our guidance in [Register my training \[https://www.sra.org.uk/become-solicitor/legal-practice-course-route/period-recognised-training/your-period-recognised-training/register-my-training/\]](https://www.sra.org.uk/become-solicitor/legal-practice-course-route/period-recognised-training/your-period-recognised-training/register-my-training/).

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Trainees need to register their own training. To do this, firstly they will need a [mySRA account \[https://www.sra.org.uk/become-solicitor/legal-practice-course-route/period-recognised-training/your-period-recognised-training/register-my-training/\]](https://www.sra.org.uk/become-solicitor/legal-practice-course-route/period-recognised-training/your-period-recognised-training/register-my-training/). Once logged in, they need to complete the 'Apply to register period of recognised training' application in 'Available applications'. To complete this a trainee will need:

- The SRA number of the training provider's head office.
- Details of the training - start date and working pattern etc. ;
- To complete the declaration and submit the application.



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What happens next?

- The training principal (or relevant organisational contact) will check in the organisation's mySRA account that the details are correct. If needed, changes can be made to the working pattern, any work-based experience already accounted for, or any training extensions.
- The application then needs to be approved - this can only be done by a training principal.
- Following approval, the training provider will pay the fee, (this can be for one or more trainees). Payment can be made by credit or debit card or invoice (choosing the 'Bill me' option).
- Four weeks prior to the end of the trainee's period of recognised training, we will notify the training principal (or relevant organisational contact) to sign off the training. This can be done in the Managing Trainees section of mySRA.



