

# Registering a trainee

Updated 8 July 2022

You can only qualify through this route if you meet our transitional requirements [<https://www.sra.org.uk/become-solicitor/legal-practice-course-route/becoming-solicitor-legal-practice-course-transitional-requirements/>] .

If you do not meet these, you will need to qualify under the SQE [<https://www.sra.org.uk/become-solicitor/sqe/>] .

## *Roles and responsibilities*

Trainees need to register their own period of recognised training (PRT) through mySRA. The training principal will then need to approve this before it starts.

If a trainee has already started a PRT and not yet registered it, please refer to the 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/>] .

As a training provider, you continue to be responsible for paying registration fees.

## *Approval and payment*

Log in to your mySRA account

Go to 'My Training' to approve or reject the training period for each trainee and make payment. You are responsible for paying the fee which is £100 (per trainee).

You can pay by invoice (using the 'Bill me' option) or by debit or credit card when you approve the training. You will have the option to pay the registration fees for your trainees in bulk or individually.

If you choose to be invoiced, you can no longer approve any additional trainees until the first invoice is paid.

For example, if you approve five trainees on 1 September, you will be sent an invoice for £500. If a further two trainees register their PRT on 5 September, you cannot approve these two until the £500 invoice has been paid.

To avoid delays in approving it is important that you check that all your trainees have applied to register their PRT before you start approving them. There is no limit to how many trainees you can approve at once.

The application will be granted automatically unless you reject it, in which case we will contact you.

### *Prior experience*

If a trainee has relevant work-based prior experience

[<https://www.sra.org.uk/become-solicitor/legal-practice-course-route/period-recognised-training/managing-trainees/recognising-prior-experience/>] , you can recognise this in mySRA as part of this application.

### *Our decision*

When we receive payment from you, we will decide whether the trainee can start training straight away.

### *Apply to register a period of recognised training*

Log in to mySRA to apply, go to start a new application

[<https://www.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx>]