



Full name:	
Area you are seeking accreditation in:	

Checklist	<input type="checkbox"/> I have completed the application form <input type="checkbox"/> I have contacted three eligible referees and sent them a referee report to complete <input type="checkbox"/> if applicable, I have completed my resume of work and have referred to the relevant Assessment Criteria in my area of accreditation for the requirements <input type="checkbox"/> if I cannot satisfy the eligibility criteria, I have drafted a letter to the Advisory Committee in my area of accreditation requesting discretion to be exercised <input type="checkbox"/> I will be submitting my application form by Monday 11 April 2011 to the Specialist Accreditation team, together with: <ul style="list-style-type: none"> • my completed reference report/s or as my referee/s would prefer to forward their completed report/s to the Specialist Accreditation team directly, I have named those referees below: • my completed resume of work <i>(if applicable)</i> • my letter requesting discretion to be exercised <i>(if applicable)</i> • my application fee of \$880 in the form of a cheque or credit card details included on payment page of application form
Return to	Send the completed application form and payment via email/fax/post to: Specialist Accreditation Queensland Law Society GPO Box 1785 BRISBANE QLD 4001 Tel 3842 5929 Fax 3221 2279 Email specaccred@qls.com.au
Please note	Applications close on Monday 11 April 2011 (no later than 4pm) Late applications will not be accepted, except at the discretion of the relevant Advisory Committee or Board.

<p>Application for Specialist Accreditation</p>	<p>Area you are seeking accreditation in</p> <p>Full name.....</p> <p>Name to be displayed on certificate.....</p> <p>QLS membership number</p> <p>Name of firm or organisation</p>
	<p>Telephone.....</p> <p>Email.....</p> <p><input type="checkbox"/> personal <input type="checkbox"/> shared <i>(please tick)</i></p> <p><i>(email will be the main method of communication of the specialist accreditation program)</i></p>
	<p>Mailing address.....</p> <p>.....</p> <p><i>(all general mail will be sent to this address)</i></p> <p>Residential address</p> <p>.....</p> <p><i>(all results will be sent to this address)</i></p>
<p>Eligibility for accreditation</p> <p><i>Please select yes or no for each of the following statements.</i></p>	<p>I am a full member of Queensland Law Society or a full member of an equivalent State or Territory body in Australia</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>I hold a current practising certificate or am engaged in legal work as an employee of a State or Territory Government or acting in a judicial or quasi-judicial capacity</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Since my admission to practice I have been engaged in legal work for a total period equivalent to at least five years' full-time practice</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no*</p> <p>I can demonstrate that in the three years immediately prior to this application, I have maintained a substantial involvement (at least 25% of normal full-time practice) in the area in which I am seeking accreditation</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no*</p> <p>Because I cannot satisfy fully the prescribed standards, I request the Advisory Committee exercise its discretion to accept my application*</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><small>* Note – Discretion of the Advisory Committee – in exceptional circumstances, an applicant who cannot fully satisfy the eligibility conditions as set out in the relevant Assessment Criteria may be accepted as a candidate at the discretion of the Advisory Committee. A written request for discretion to be exercised must be made in conjunction with this application and must be accompanied by a comprehensive curriculum vitae and supporting documentation.</small></p>
<p>Experience in practice details</p>	<p>My practising certificate is <input type="checkbox"/> principal <input type="checkbox"/> employee <i>(please tick)</i></p> <p>I was first admitted to practice on.....</p> <p>I was admitted to practice in Queensland on.....</p> <p>I have been engaged in my current position for.....years and months</p>

	<p>The time I have devoted to practice in the area in which I am seeking accreditation is:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="width: 20%;">Year</th> <th style="width: 60%;">Approximate % of full-time practice</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>2008</td> <td></td> <td style="text-align: center;">%</td> </tr> <tr> <td>2009</td> <td></td> <td style="text-align: center;">%</td> </tr> <tr> <td>2010</td> <td></td> <td style="text-align: center;">%</td> </tr> </tbody> </table> <p><i>Note – Please provide details on a separate sheet if you have not been continuously in practice over the past three years.</i></p>	Year	Approximate % of full-time practice		2008		%	2009		%	2010		%										
Year	Approximate % of full-time practice																						
2008		%																					
2009		%																					
2010		%																					
	<p>I submit the following to substantiate my assertion that I have been engaged in the full-time practice of law for five years following the date of my admission to practice:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th colspan="2" style="text-align: center;">Date</th> <th rowspan="2" style="text-align: center;">Name and address of firm, corporation or department</th> <th rowspan="2" style="text-align: center;">Position held</th> </tr> <tr> <th style="text-align: center;">From</th> <th style="text-align: center;">To</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Date		Name and address of firm, corporation or department	Position held	From	To																
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From	To																						
	<p>I am currently accredited as a specialist in the following area(s) of practice:</p> <p><i>Note – A practitioner who seeks accreditation in more than two areas of practice must obtain the permission of the Board before undertaking any further assessment.</i></p> <p>.....</p> <p>.....</p>																						
Referees	<p>I submit the names of three referees who are willing to provide written references. The persons listed below can attest to my competence and my involvement in the area in which I am seeking accreditation.</p> <p>The Referee Report is to be sent by the applicant to each of the persons listed below. The three completed Referee Reports must be submitted with this application, or forwarded to Queensland Law Society by the referee before the application closing date.</p>																						
Important	<p>None of the following persons are eligible to act as a referee:</p> <ul style="list-style-type: none"> • partner, associate, employer, employee (ie. another member of the applicant's firm) or relative of the applicant; • Specialist Accreditation Board member or member of the Advisory Committee in the area of specialisation • Councillor or staff member of Queensland Law Society • fellow applicant <p><i>Note – Applicants are urged to carefully select their referees. It is important that the referees can attest to the applicant's competent performance of tasks as outlined in the performance standards. Please refer to the relevant Assessment Criteria and the Specialist Accreditation Scheme Handbook for more information. A copy of the Assessment Criteria and handbook should be provided to each referee.</i></p>																						
	<p>1 Name.....</p> <p>Professional title</p> <p>Firm/employer</p> <p>Email.....</p> <p>Phone</p>																						

	<p>2 Name.....</p> <p>Professional title</p> <p>Firm/employer</p> <p>Email.....</p> <p>Phone</p>
	<p>3 Name.....</p> <p>Professional title</p> <p>Firm/employer</p> <p>Email.....</p> <p>Phone</p>
<p>Study groups</p>	<p>Study groups are intended to prepare candidates for assessment by encouraging participants to get together with others and study on an informal basis. Past assessment results have indicated that joining a study group results in better performance in the assessment items.</p> <p>Candidates interested in forming study groups will be sent a contact list of fellow candidates who have also elected to join a study group and are encouraged to form their own groups.</p> <p>I am interested in joining a study group <input type="checkbox"/> yes <input type="checkbox"/> no <i>(please tick)</i></p>
	<p>If you have indicated yes, please complete the below details:</p> <p>Name.....</p> <p>Work suburb.....</p> <p>Work contact number</p> <p>Home suburb</p> <p>Home contact number.....</p> <p>Email.....</p>
<p>Important</p>	<p>Should you have indicated your interest in joining a study group, your details as listed above will be distributed to other applicants interested in forming a study group.</p>

<p>Agreement and signature</p>	<p>I,..... being an applicant for accreditation by the Society as a specialist in the area of,</p> <ul style="list-style-type: none"> • consent to the Specialist Accreditation Board and the Advisory Committee in my nominated area of specialty making enquiries (including professional standards and professional indemnity insurance enquiries), to determine my eligibility and suitability for accreditation as a specialist • agree to the Scheme and conditions for accreditation as set out in the Specialist Accreditation Handbook and the Specialist Accreditation Assessment Criteria applying to my nominated area of specialty • if accredited, agree to comply with the regulations and guidelines set out in the Specialist Accreditation Scheme Handbook and any rulings of the Board relating to accreditation or re-accreditation • certify that the content of this application is true and correct to the best of my knowledge <p>Signed..... Dated.....</p>
<p>Payment</p>	<p>Please note that full payment must accompany your application. Total payment (incl GST) \$880</p>
	<p><input type="checkbox"/> My cheque payable to Queensland Law Society Inc is enclosed <input type="checkbox"/> Please debit my credit card (Diners' Club is not accepted) <input type="checkbox"/> visa <input type="checkbox"/> mastercard <input type="checkbox"/> amex</p>
	<p>Card # Cardholder name Expiry date..... Amount \$ Cardholder signature..... Date (signed)</p>
<p>Tax invoice</p>	<p>This document will be a tax invoice for GST purposes when you make payment. Please retain a copy of this for GST records. Queensland Law Society ABN 33 423 389 441</p>

Privacy	<p>Queensland Law Society ('the Society') is authorised to collect your personal information under the <i>Legal Profession Act 2007</i> for the purpose of carrying out the Society's statutory obligations and duties.</p> <p>In addition, the Society intends to use the personal information you have provided in this form for a number of other purposes including:</p> <ul style="list-style-type: none">• to register your details for the purpose of enrolment in the nominated Specialist Accreditation Course• to check your details with the Society's Professional Standards section and trust account records• updating and maintaining details relating to your practise of law, including publishing any of the business details in any of the Society's publications• providing you with important information about matters affecting your practising certificate and to send you course materials. <p>The personal information you provide on this form is not transferred or passed onto third parties outside the Society.</p> <p>If you do not wish your details to be used for any one or more of the above purposes, you should advise the Records section of the Society, GPO Box 1785, Brisbane Qld 4001 in writing.</p> <p>Further details about the Society's Privacy Statement, Plan and Code of Practice and the collection of personal information may be found on the Society's website, qls.com.au.</p>
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