



Renewals Guide 2025

**Guide to completing your
online renewal application form**
(for practitioners and members)

Guide to renewing your practising certificate and QLS membership

(for practitioners and members)

This guide will help you to complete your online renewal application for your practising certificate and Queensland Law Society (QLS) membership.

Renewals opens on Thursday, 1 May 2025. You will receive an email directing you to your renewal application form when it is available.

Applications and payments must be made by Saturday, 31 May 2025.

1. Why renew your practising certificate and QLS membership

Applications for renewal of practising certificates are made under section 50 of the *Legal Profession Act 2007* (Act). All legal practitioners in Queensland, apart from those employed as government legal officers, are required to hold a current practising certificate (section 24 of the Act).

You can renew your QLS membership at the same time as renewing your practising certificate. You can read about the [value of membership](#) and the range of services and [member benefits](#) on our website.

QLS operates a **Professional Standards Scheme (Scheme)** under the *Professional Standards Act 2004* (Act). You must be a full member of QLS to be eligible to participate in the Scheme.

2. Before you start: Fees, Professional Standards Scheme and CPD

To make your online renewal process as quick and easy as possible, please ensure that:

a. You know how to log in to your myQLS profile

Go to [myQLS](#) and log in using their username and password. There are prompts on the sign in page for forgotten username and passwords. For additional help logging in, please contact our Records & Member Services team on **1300 367 757** or email records@qls.com.au.

b. You have checked your details

Please check that your name, contact details and employment details are correct. Changes of employment can be made during your PC renewal application. Go to [myQLS](#), log in, and check your details. Check the details in the **personal profile** and **practitioner profile** tabs.

If your details are not correct, please contact our Records & Member Services team on **1300 367 757** or email records@qls.com.au

c. Do you know who will be paying your fees (you or your employer)

Before you complete your renewal, your organisation should complete Stage one of the payment summary if it intends to pay for any subscriptions on behalf of its practitioners. These subscriptions may include practising certificates, membership fees, other fees and accreditation. The organisation should advise which, if any, subscription/s the organisation is paying for.

Your organisation should have also indicated in the Renewal instructions if they are participating or not in the Professional Standards Scheme.

If the organisation is paying for any subscriptions, for example, practising certificate, then no payment for a practising certificate will be required.

If your organisation has completed Stage one of the payment summary, these selections will be noted in each employee's renewal application.

If your organisation has completed a payment summary and agreed to pay for any subscriptions, if that payment from the organisation is not received by 31 May, individual practitioners will be responsible for payment.

If your organisation has elected to participate in the professional standards scheme, they will be required to pay your full membership and PSS fee.

Practitioners are responsible for ensuring any outstanding subscriptions are paid by 31 May 2025.

If you are paying your own fees, have a credit card ready when you submit your form.

d. Does the law practice participate in the QLS Professional Standards Scheme? (only applicable for incorporated legal practices, law firms, sole practitioners and multi-disciplinary practices)

QLS operates a Professional Standards Scheme (Scheme) under the *Professional Standards Act 2004* (Act). The Scheme operates to limit your liability to damages for acts or omissions in relation to legal services. You must be a full member of QLS to be eligible to participate in the Scheme.

If your employer has elected to participate in the Scheme, then you will have no option to be exempt and must hold full membership of the Society. Your employer will elect their participation during the renewals process, and their selection will be reflected in the payment summary.

Where your primary employer has elected to participate in PSS, they will be required to make payment for the full membership fee and PSS charge on your behalf. However, if your non-primary employer has elected to participate in PSS and the primary employer has not, you will be required to pay the full membership fee and PSS charge during your renewal application, they cannot be removed.

Please ensure you have discussed this with your employer before completing your renewal application. For enquiries, phone **1300 367 757** or email psscheme@qls.com.au

e. Are you CPD compliant?

Ensure you have achieved your minimum CPD requirement of 10 units by 31 March 2025. This includes at least one CPD unit in each of the compulsory core areas of professional skills, practical legal ethics and practice management and business skills. If you have not achieved the minimum CPD requirement by 31 March 2025, please contact QLS's Records and Member Services team on **1300 067 757** or email records@qls.com.au.

For further information on CPD read the [CPD Guide](#) or contact the CPD administrator on **1300 367 757** or email cpd@qls.com.au If you have stored your CPD history in myQLS, you can check your CPD units by logging into myQLS and clicking **Record continuing professional development** under the Actions section of the home page.

3. Where do I find my online renewal application form?

Your online renewal application form will appear in myQLS on 1 May 2025. You will receive an email directing you to it when it is available.

Log in to myQLS using your QLS username (email address) and password and go to the **Notifications/tasks** section. There will be a notification directing you to Renew your QLS practising certificate. Click **Renew Now** to commence the application. If you are not renewing for the 2025-26 year, click **Not renewing**.

Notifications/tasks

Renew your QLS practising certificate **Due date: 31 May 2025**

If you require any assistance completing your renewal, please contact QLS's Records and Member Services team on [1300 367 757](tel:1300367757) or email records@qls.com.au.

Renew now **Not renewing**

If you need help logging in please contact our Records & Member Services team on 1300 367 757 or email records@qls.com.au.

If your details are not correct on this page, please contact our Records & Member Services team before proceeding further. Incorrect information may cause problems with your invoice or practising certificate or delays issuing your practising certificate. Changes of employment can be made during your PC renewal application.

Under rule 18A of the *Queensland Law Society Administration Rule 2005* it is the responsibility of each practitioner to provide any change of address or place of employment to QLS within seven days of the change occurring. Changes should be notified in writing to records@qls.com.au.

Once you have submitted your renewal form, the completed form will be available in the **Recent Documents** section of the myQLS home page.

4. Things to know before you start your application

This renewal application is split into a number of stages. The Next and Previous buttons will progress you forward or backward through the application, however you cannot move from one step to the next until all mandatory questions are completed.

- Mandatory questions are marked with a red asterisk *.
- At any point you can save your responses, exit the screen and continue your application at a later point by clicking 'Save and Continue Later'.
- Some questions are pre-filled with information we already have about you. Please check all information is correct. Please contact us promptly at records@qls.com.au to fix any errors.
- If your primary employer has completed Stage one of the payment summary, those subscriptions will be prepopulated. However, you may change that selection if you wish.
- Depending on your responses, you may be required to upload supporting documents - for example, changing PC type. Please have your documents ready for submission. More information is available on the [QLS website](#).
- Your renewal application will remain available for viewing in the **Recent Documents** section of your myQLS home page.

5. Completing your renewal application

Once you click 'Renew Now' you will be taken to the **Practising Certificate and Membership Renewal Application**.

This comprises of 10 tabs to navigate and complete and displayed across the top of the page. The light blue colour indicated the tab you are currently on.

Practising Certificate and Membership Renewal Application

Subscriptions	Instructions	Details	Employment	Preferences	Questions	Documents	Area of Practice	Fees	Declaration
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Subscriptions Tab

Prior to starting your renewal, please review your current 'QLS Subscriptions'.

To renew or make amendments to your subscriptions, select 'Start Renewal' at the bottom of the page.

If you do not wish to renew your subscriptions, please select 'Not renewing' at the bottom of the page.

Instructions Tab

Please review these instructions about how to complete the application, what will happen after your renewal, and regarding monies owing.

Details Tab

Review and update your personal details.

Employment Tab

Review your current employment below that we have in our records. If they are no longer current, please answer 'No' and provide the end date.

Practising Certificate and Membership Renewal Application

Subscriptions	Instructions	Details	Employment	Preferences	Questions	Documents	Area of Practice	Fees	Declaration
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Employment Details

Please review or add your employment details below. If you do not have an employer, please select Next.

Your Current Employment

Please review your current employment below that we have in our records. If they are no longer current, please answer No and provide the end date.

Finish date cannot be in the future. Please advise change of employment details to Records and Member Services when the change of employment occurs.

Test @special'Character

Brisbane, 4000

Title:

Is this employment record still correct?

☒ Yes ☐ No

If you have new employment that is not listed, click the 'Add Employment' button.

New Employment

If you have new employment that is not listed above, please add below

Add Employment

Employer	Position Title	Details	Regulated Position	Commencement Date
No data available in table				

Search for your employer's organisation and select the matching employer from the results by checking the box. If your employer does not exist, please tick 'My employer is not on the list above'.

Create

Employer

Details

Search Organisation

Name *

Queensland Law Society

City/Suburb

Search

Select one matching employer from the result below by checking the box. If your employer does not exist, please tick Employer not found in the list.

	Name	Branch Type	Organisation Type	City/Suburb
<input checked="" type="checkbox"/>	Queensland Law Society Incorporated	Head Office	Law Society	Brisbane, Queensland

☐ My employer is not on the list above

Next

Enter your employment details and hit the 'Submit' button.

Create

Employer **Details**

Employer Details

Please enter your employment details at **Queensland Law Society Incorporated**

Work Email

Do not use personal email

Work Mobile

Provide a mobile number

Do not use personal mobile

Work Telephone

Provide a telephone number

Do not use personal telephone

*** Regulated Position**

Select

Once all employers have been added, select your primary employer using the drop-down box.

Primary Employer

Choose your primary employer

Test @special'Character

If your primary employer does not show in selection, make sure to add them on the employer table.

Preferences Tab

Select your preferred contact details from the options available.

Preferences
Please select your preferred contact details

Email:	<div><input checked="" type="radio"/> Personal Email hsjgskbr@use.startmail.com</div>	Invoice Address:	<div><input checked="" type="radio"/> Personal (Primary) 90 Tenth Avenue, St Lucia, Queensland, 4067, Australia</div>
Phone:	<div><input checked="" type="radio"/> Personal Phone 0712345678</div>		<div><input type="radio"/> Test @specialCharacter(Primary) 3 ABC Street test building name 3 / 151 Brisbane 4000</div>
Mobile:	<div><input checked="" type="radio"/> Personal Mobile 0412345678</div>		<div><input type="radio"/> Test @specialCharacter(Secondary) Brisbane 4000</div>
		Postal Address:	<div><input checked="" type="radio"/> Personal (Primary) 90 Tenth Avenue, St Lucia, Queensland, 4067, Australia</div>
			<div><input type="radio"/> Test @specialCharacter(Primary) 3 ABC Street test building name 3 / 151 Brisbane 4000</div>
			<div><input type="radio"/> Test @specialCharacter(Secondary) Brisbane 4000</div>

Questions Tab

First, select if you wish to renew your current PC, update to a Principal PC, or change to a Volunteer PC using the drop down menu.

Then, answer 'Yes' or 'No' to the four questions that follow. Additional questions may be displayed depending on the response.

Enter the number of pro bono hours (providing legal advice or representation for clients for which no fee or a reduced fee was rendered) you will have completed from 01 July 2024 to 30 June 2025.

Practising Certificate Type
I wish to:

Renew current PC

If you wish to change your PC type, please review [our website](#) to determine if supporting documentation must be uploaded as part of your renewal application. If so, you will be prompted to upload the document(s) when you arrive at the 'Documents' tab.

Suitability Matters
Have you been subject to any of the suitability matters mentioned in ss9 or 46 of the [Legal Profession Act 2007 \(Qld\)](#) within the last 12 months which may affect your eligibility or fitness to hold a practising certificate?
☐ Yes ☐ No

Show Cause Events
Have you been subject to any 'show cause event' as defined in Schedule 2 of the [Legal Profession Act 2007 \(Qld\)](#) which may affect your suitability to hold a practising certificate?
☐ Yes ☐ No

Corporate Disqualification
Have you been disqualified from managing corporations under any law in place in Australia, including the [Corporations Act 2001 \(Cth\)](#)?
☐ Yes ☐ No

CPD Requirements
Have you completed your minimum CPD requirements at the time of completing this renewal?
☐ Yes ☐ No

Pro Bono Hours
Please provide the number of pro bono hours (providing legal advice or representation for clients for which no fee or a reduced fee was rendered) you will have completed from 01 July 2024 to 30 June 2025.

You will also see here if your employer has opted to participate in the **Professional Standards Scheme** and their indication to pay, or not pay, for your QLS Membership and PSS Fees.

QLS Membership (with Professional Standards Scheme)

Your employer participates in the Professional Standards Scheme. As a result, you must be a full member of the Society and you must pay the PSS fee. **Your employer has indicated they will pay for your membership and PSS fees.**

You can select 'Save and Continue Later' if you don't want to proceed to the next tab at this time.

Area of Practice Tab

Select 'Yes' or 'No' to indicate if you wish to participate in **Find a Solicitor**.
Find a Solicitor is a free referral service provided by Queensland Law Society to help members of the public find a licensed solicitor that can assist them with legal advice. It is only available to Full and Honorary QLS members.
Click the 'Add' button to add any Areas of Practice not already listed.
The area of practice that we currently have recorded will be displayed.

Do you wish to Participate in Find a Solicitor?

☐ Yes ☒ No

Find a Solicitor is a free referral service provided by Queensland Law Society to help members of the public find a licensed solicitor that can assist them with legal advice. It is only available to Full and Honorary QLS members.

Area of Practice

To enable Queensland Law Society to provide you with relevant information about topics that are important to you, please select areas of practice you are interested in.

Add

Area of Practice
Civil Litigation
Family - Domestic Violence
Insurance and Risk
Personal Injuries Law

If you are participating in the Find a Solicitor service, you can nominate to appear in the search results in a **maximum of three areas** of practice. You can also specify if you provide legal aid work or offer No Win / No Fee in any of these areas of law.
Use the toggles to refine how you appear in the search results.


Area of Practice ↑ ▼	Find a Solicitor ▼	Legal Aid ▼	No Win/No Fee ▼
Civil Litigation	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Family - Domestic Violence	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Insurance and Risk	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No
Personal Injuries Law	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

If you would like to change the areas of practice that are selected for find a solicitor, please remove one first before adding an alternative area of practice.
You can select 'Save and Continue Later' if you don't want to proceed to the next tab at this time.

Fees Tab

Review the fees outlined for you and your practice to pay.

You can select 'Save and Continue Later' if you don't want to proceed to the next tab at this time.

 Fees you are required to pay


Subscription	Price	GST	Amount
Practising Certificate	\$610.00	\$0.00	\$610.00
Fidelity Guarantee Fund	\$285.00	\$0.00	\$285.00

Amount Owning

Total: \$895.00

Total GST: \$0.00

Total Amount: \$895.00

 Fees your practice will pay

Subscription	Price	GST	Amount
Full Membership	\$595.45	\$59.55	\$655.00
Professional Standards Scheme	\$101.02	\$10.10	\$200.00

Amount Owning

Total: \$777.27

Total GST: \$77.73

Total Amount: \$855.00

Declaration Tab

Complete the declaration, hit Submit and make any payments required to complete your application.

6. What is the deadline for renewal applications?

You can renew online from 1 May 2025. All renewal application forms must be successfully submitted online and prescribed fees received by QLS on or before 31 May 2025 (rule 17(1) of the *Queensland Law Society Administration Rule 2005*).

A renewal application is only complete when all fees have been received by the Society.

7. When are payments due?

All fees are due by 31 May 2025. Before you log in to complete your practising certificate renewal application, you must know who is paying your fees (please see **Section 2c Do you know who will be paying your fees (you or your employer)**, for further information).


Practising certificates will not be issued until all fees are paid. Please allow 7 days for payment allocation.

8. Payment options

Fees may be paid as soon as you have submitted your online renewal application forms. If your employer is paying your fees (practising certificate and/or membership), please ensure you discuss this with them, prior to completing your renewal application.


If your employer has completed Stage one of the payment summary, those selections will appear in your renewal application as fees to be paid by your employer. In the fees section of the application form, it will display fees payable by either the practitioner or the employer.

If your employer HAS NOT completed Stage one of the payment summary, then the practitioner will be requested to pay for all fees payable by credit card upon the submission of their renewal application.

 **Fees you are required to pay**

Subscription	Price	GST	Amount
Practising Certificate	\$610.00	\$0.00	\$610.00
Fidelity Guarantee Fund	\$205.00	\$0.00	\$205.00

Amount Owning
Total: \$895.00
Total GST: \$0.00
Total Amount: \$895.00

 **Fees your practice will pay**

Subscription	Price	GST	Amount
Full Membership	\$595.45	\$59.55	\$655.00
Professional Standards Scheme	\$101.02	\$10.10	\$200.00

Amount Owning
Total: \$777.27
Total GST: \$77.73
Total Amount: \$855.00

Payment options for individuals are as follows:

Credit card

You can pay by credit card at the time of completing your renewal forms. Simply click on the **pay now by credit card on the payment review page**.

8. When will I receive my tax invoice/receipt?

Tax invoices/receipts will be issued by email to your preferred email address once payment is allocated, it will also be available on the myQLS portal under Recent Documents

9. When will I receive my practising certificate?

To ensure efficiency and sustainability, your practising certificate will be issued electronically as a PDF once your renewal application is successfully submitted, all prescribed fees are received, and all requirements are met.

Practising certificates will also be available on the myQLS portal under **Recent Documents**. Similarly, we will not be issuing hard copy membership certificates. Instead, we encourage all members to visit the [value of membership page](#) on our website for information.

10. Refunds

Refunds will be processed as soon as possible, in the order they are received. Please note, due to the large number of payments being processed during the renewal period, refunds may take up to 8 weeks to process from the date of the request of the refund.

11. Do you need further information?

If you have questions or need assistance during the renewal period, please contact our Records & Member Services team on **1300 367 757** or by email records@qls.com.au.