

CREDIT APPLICATION FORM

The Education Committee has issued the following directions regarding applications for credit for time spent in the office prior to attending a Professional Practice Course Part I.

(Applications for such credit being permitted by Regulation 8 (d) of the Solicitors Acts 1954 to 1994 (Apprenticeship and Education) Regulations, 2001.

1. Credit can be sought for work done up to a maximum period of four months, which must take place within the six months immediately preceding attendance on the Professional Practice Course I.
2. A trainee solicitor may seek credit for work done while attending the office of his/her Training Solicitor or the office of another practising solicitor within the jurisdiction of the Republic of Ireland.
3. You must have completed 18 months of your in-office training before you can apply for credit.

- The in-office training period commences 14 days after completion of the last examination on the PPC I.

Example: If you commenced the PPC I in September 2007 and you wish to claim credit for work undertaken in an office between April 2007 and September 2007 the earliest date you will be able to submit your application for credit is October 2009.

- Please note the signature of the appropriate Supervising Solicitor (this can be your training solicitor or another practising solicitor) is required in paragraph 1 of the certificate. Premature applications will be returned.

4. Please return completed Credit Application forms to:

Traineeship Section
The Law School
Blackhall Place
Dublin 7
DX 79

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I, _____

of _____
(firm)

_____ (full address – DX if any)

confirm that _____ (Trainee solicitor)

of _____
(full address)

worked with me in the above named firm from:

____ day of _____ 20 ____ , to the ____ day of _____ 20 ____ prior to attending the
_____ (Year) Professional Practice Course 1.

Signature of Supervising Solicitor: _____

Date: _____

I confirm that during this time – I _____ completed the following tasks:

(A) Conveyancing

In particular I have worked on:-

- (1) **Contracts for Sale** []
- (2) **Requisitions on Title** []
- (3) **Drafting Deeds** []
- (4) **Reading Titles** []

(B) Landlord and Tenant Law

(C) Wills, Probate & Administration of Estates

In particular I worked on:-

- (1) **Wills**
- (2) **Grants of Probate**
- (3) **Inland Revenue Affidavits**

(D) Litigation
