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.

- Credit can be sought by a trainee solicitor for time spent carrying out legal work, up to a maximum period of four months, which said legal work must take place within the six months immediately preceding attendance on the Professional Practice Course I.

- A trainee solicitor may seek credit for legal work carried out while attending the office of his/her training solicitor <u>or</u> the office of another practising solicitor within the jurisdiction of the Republic of Ireland.

- Please note the requirement for the signature of the appropriate supervising solicitor (this can be the trainee solicitor's training solicitor or another practising solicitor) at paragraph 1 of the certificate.

- The trainee solicitor should provide as much information as possible when completing the credit application form – a description/explanation of the work undertaken is required together with the level of responsibility given/type of supervision and generally as much detail as possible about the nature of the work and training.

- If a trainee solicitor has not undertaken work in a specific area he or she must write N\A in the appropriate section.

- A trainee solicitor must have completed 18 months of his or her in-office training before he or she can apply for credit. Trainee solicitors who commenced the PPC I in
    - **September 2014** and who wish to claim credit for work undertaken in an office between March 2014 and September 2014 can apply for credit with effect from the 1 October 2016. There is no closing date for sending in applications and credit can be applied for anytime between 1 October 2016 and 1 December 2016
    - **September 2015** and who commenced their in-office training on 29 March 2016 the Indenture Expiry Date without credit is 29 March 2018 and with the maximum amount of credit is 29 November 2017 and credit can be applied for anytime between 1 October 2017 and 1 December 2017.
    - **September 2016** and who wish to claim credit for work undertaken **in an office between March 2016** and September 201**6** can apply for credit with effect from the **1 October 2018**.

THE INDENTURE EXPIRY DATE IS NOT THE QUALIFICATION DATE. TRAINEES ONLY QUALIFY AS A SOLICITOR ON THE DATE THAT THEY HAVE BEEN ADMITTED TO THE ROLL OF SOLICITORS.

The trainee will only be placed on the Roll of Solicitors once the Certificate of Admission (or Parchment) has been signed by the President of the High Court. Trainees are eligible to apply for admission to the Roll of Solicitors once all statutory and regulatory requirements concerning their education and training have been met and any outstanding issues from PPC I and PPC II have been resolved. To apply to join the Roll of Solicitors please contact Philomena Whyte, Admissions Officer.

Completed Credit Application forms should be returned to:

Traineeship Section
The Law School
Blackhall Place
Dublin 7

CREDIT APPLICATION FORM

Section 1 to be completed by the Training or Supervising Solicitor

I, (Supervising Solicitor) _____

OF _____
(Firm)

_____
(Full address – DX if any)

Confirm that _____(trainee solicitor) worked with me in the

above named firm from the ____ day of _____20____, to the ____ day of

_____20 _ prior to attending the Dublin/Cork (delete as appropriate) 20__ PPC 1.

Signature of Supervising Solicitor: _____

Date: _____

Section 2 to be completed by the Trainee Solicitor

I confirm that during this time I (trainee solicitor) _____ completed the following tasks:

BLOCK 1 Conveyancing/ Landlord and Tenant Law

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BLOCK 2 Litigation

BLOCK 3 Wills, Probate & Administration of Estates

BLOCK 4 Commercial Law, Company Law, Insolvency Law

BLOCK 5 Other area of practice (e.g. Criminal law, employment law, family law)

Signature of Trainee: _____

Date: _____

Traineeship Number: _____