CILEX Practitioner or Chartered Legal Executive

Updated 5 March 2025

Here are the steps you need to take before applying for admission as a solicitor of England and Wales. We also offer guidance on when to do this, but the steps do not have to be done in a set order.

You'll also find a personalised SQE qualification checklist within mySRA (in 'My profile') that tracks your progress to admission and highlights next steps.

Create a mySRA account and add your jurisdictions - do this first

- Create a mySRA account - this is where you will tell us about your degree, apply for any SQE exemptions, and finally apply for admission. Find out how to create an account [https://beta.sra.org.uk/mysra/get-mysra-account/#heading_a27d] .
- Tell us you are a qualified lawyer in mySRA. You do this in the 'My profile' section under 'Jurisdiction'. Please click 'add jurisdiction', select your professional title, and add the date you qualified. This automatically tells us you do not need to have qualifying work experience.
- Create an SQE assessment account to book your exams and get your results. Find out how [https://sqe.sra.org.uk/registering-and-booking] .
- Please make sure the names match exactly on the two accounts.

Degree - no action needed

- Your degree must be a UK degree or equivalent level 6 qualification [https://beta.sra.org.uk/become-solicitor/sqe/check-validate-qualification/degree-equivalent/] and can be in any subject
- You do not need to go through our separate degree check and validation process. Your certificate of good standing submitted when you apply for admission will be sufficient.

Retrieve SQE assessment results and/or exemptions - passed all relevant exams

- You can apply for an individual SQE2 exemption if you have additional work experience and/or other qualifications over and above your CILEX qualification. Find out more about exemptions [https://beta.sra.org.uk/become-solicitor/qualified-lawyers/sqe-exemptions/] .

- You'll need to retrieve your SQE results in mySRA once you have passed all your required assessments. Log into mySRA, and in 'Start a new application' you'll find the 'Retrieve your SQE results' application.

Background checks and suitability - just before applying for admission

- We check your suitability when you are applying for admission. You can also speak to us early if you have any potential concerns [https://beta.sra.org.uk/become-solicitor/character-and-suitability/] .
- You will need to do a background check/screening.Once complete, you are ready to apply for admission. Find out how to apply for screening [https://beta.sra.org.uk/become-solicitor/admission/screening/] .

Applying for admission

- When applying, you will choose 'Solicitors Qualifying Examination route' on the application. Find out more about applying for admission [https://beta.sra.org.uk/become-solicitor/admission/admission-forms-fees/] .
- You will be asked to upload a copy of a certificate of good standing from all jurisdictions where you hold a legal professional qualification and have been admitted.
- The certificate(s) must be less than three months old (we recommend that the date of issue is no longer than two months on the date you make your application) and confirm:
- your date of admission
- that you are in good standing
- that you have not been subject to any disciplinary proceedings
- that there are not any pending disciplinary proceedings against you
- that you are currently entitled to practise.

Applying for a practising certificate - after choosing your admission date

Once you have chosen your admission date, you can apply for a practising certificate. Find out how to apply [https://beta.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/apply-practising-certificate/] .

You could potentially qualify through the LPC route under the Chartered Legal Executives Equivalent Means pathway. Find out more about you need [https://beta.sra.org.uk/become-solicitor/admission/pathways-qualification/lpc-route/chartered-legal-executives-equivalent-means-pathway/] .