

2024 SPECIALIST ACCREDITATION RENEWAL PROCESS

Specialist Accreditation renewals are now open, and you must complete your renewal by 30 April 2024.

Renew now at: <https://connect.lawsociety.com.au>

Renewing your Accreditation | What you need to know:

For 2024, your Specialist Accreditation renewal has been linked directly to your Practising Certificate renewal. When you are ready to begin the renewal process, you will first renew your Practising Certificate, and once this step is complete, you will be immediately directed to complete your Specialist Accreditation renewal.

Please note that the renewal process does not have an auto-save function, so if you decide to stop it at any time, you will need to begin again when you next log on.

2024 Renewal fees:

Please note that the standard Specialist Accreditation renewal fee for 2024 is \$450. A discounted fee of \$360 is offered for practitioners who hold the following practice types: sole practitioner, government solicitor, local government council and community legal services. The renewal fee available to you will be automatic based upon your practice type.

How to complete my Specialist Accreditation renewal:

When you begin the renewal process, you will see the following screen:



To renew your Specialist Accreditation, please follow the below steps:

1. Click on the Renew Now button under My Renewals.
2. You will then begin the process of renewing your Practising Certificate.
3. Once your Practising Certificate renewal is complete, you will be asked if you would like to renew your Specialist Accreditation and you will be given three options: to renew now, not to renew, or to renew later.
4. If you choose to renew at the same time as renewing your PC, please follow the prompts and the payment instructions. Please note that you need to pay your Solicitor Membership fee at this time, as holding SM is one of the criteria for maintaining Specialist Accreditation.
5. If you choose to renew later, you will see an option to renew your Specialist Accreditation when you next log in to the main 'My Law Society' page.
6. Please note that your Specialist Accreditation renewal must be completed by 30 April 2024.

Specialists who hold more than one Accreditation:

If you hold more than one Accreditation, please note that you will not be able to process your renewal online. The Specialist Accreditation team will contact you directly regarding your renewal and will send you the relevant form to complete. If you have any questions regarding this process, please contact the team at the email address below.

Interstate Specialists:

If you are an Interstate Specialist you will follow the renewal process as above; however, the initial screen will differ as you will not need to renew your Practising Certificate:



Please follow the prompts to complete your Specialist Accreditation renewal.

For individuals whose employer will be paying for their Specialist Accreditation renewal:

If your employer will be paying your renewal fee or requesting a bulk invoice to be sent for payment of several Specialist Accreditation renewals, you should renew your PC and SM online as noted above, and then select "I will renew my Specialist Accreditation later". You can then log back into the My Law Society portal and renew your Specialist Accreditation. At the payment section, please choose payment via EFT or cheque, and you can then finalise your renewal. Your employer will need to request that an invoice/bulk invoice be sent through, and this will be allocated in our system once payment is finalised.

Specialist Accreditation team contact information:

If you have any issues or cannot renew online, please contact the Specialist Accreditation team at specialists@lawsociety.com.au, or call 9926 0305.