

Practising certificate renewals for 2020-21: Information for employers

Lawyers can renew their practising certificate from 30 March. Renewals are due by 30 June or they cannot practise law.

INFORMATION FOR EMPLOYERS

The 2020-21 practising certificate renewal cycle commenced on **Monday 30 March 2020**. All lawyers who wish to continue to practise must apply to renew their practising certificate online at www.lsb.vic.gov.au by **30 June 2020**.

How lawyers can renew

Lawyers need to [log in to LSB Online](#) and complete their renewal application. To log in they will need their unique **practitioner number**, which was sent to them in an email on 30 March. If they did not receive this email, they should check their junk mail folder. Their practitioner number can also be found on their current practising certificate.

Their **password** is the same as what they used when they last used LSB Online. To reset their password, they can click on the '[Forgot my password](#)' link.

It is vital that all lawyers check and confirm their email address is correct as they will need to download their practising certificate to their nominated email address.

Lawyers must complete, sign and submit the form in LSB Online themselves. Nobody else may do this on their behalf. Applications completed without a signature will not be accepted.

New lawyers must also renew

If any of your lawyers received their first practising certificate within the last 12 months **they still need to renew their practising certificate for 2020-21**. All practising certificates expire on 30 June each year.

Lawyers not renewing

If any of your lawyers do not intend to renew their practising certificate for 2020-21, please ask them to complete the '[Not renewing](#)' form in LSB Online. This will ensure they do not get reminder emails.

Fee payments

Lawyers can elect for their employer to pay their practising certificate fees when they submit their renewal application. We will then send them a confirmation email with a copy of their application and a summary of their practising certificate fees, which they can provide to you.

You can make practising certificate fee payments either by credit card through LSB Online, or by BPAY through your financial institution. **We do not issue invoices for practising certificate fees.**

Full payment is due by **30 June 2020**. If your payment is not made by then, your lawyers will not be issued with a new practising certificate on 1 July and will therefore not be entitled to engage in legal practice.

You can keep track in LSB Online

If you have an employer account in [LSB Online](#), you can track which of your lawyers have submitted their renewal application and see the fees payable for each person. You can also add or remove lawyers from your employee list.

You can receive a copy of your employees' renewal applications by email

Your lawyers can elect to have a copy of their renewal application sent to you or another person by email. They simply enter the intended recipient's email address when prompted to do so.

Confirmation email

We will send a confirmation email to the lawyer when they submit their renewal form. If a lawyer does not receive a confirmation email, please ask them to [contact us via our website](#).

Assistance

If you or any of your employees have any questions or require assistance with the online process, please [contact us for assistance](#).