



The Law Society

CQS reaccreditation

Membership to the CQS is for a period of 12 months. Each member practice must submit an application to reaccredit to the scheme within the timescale set out below to maintain membership.

Where can I find the application form and guidance?

On the CQS webpage (www.lawsociety.org.uk/cqs) you will find the application form for reaccreditation and its accompanying guidance.

When should I apply?

Your fully completed application form and required documentation must be received by the CQS Office 6 weeks before your accreditation is due to expire. This is so we can ensure we have considered your application and made a decision before the expiration of your practice's membership.

Will we be required to carry out the same checks that were carried out when we applied for membership initially?

We will conduct a credit check on your practice as was completed when you first applied.

We do not however require Basic Disclosures to be completed again for relevant persons at your practice (new staff may be required to obtain Basic Disclosure checks and we ask you consider the CQS web page for further information).

We are reviewing how frequent the Basic Disclosure checks will be required. When this has been determined, we will inform all member practices.

How much will reaccreditation cost?

A membership fee is payable with your application for reaccreditation. Please see the fee schedule found on the CQS web page (www.lawsociety.org.uk/cqs). The reaccreditation process is shorter than the initial application process. Accordingly no 'application fee' will be charged.

What are the possible outcomes for my Practice's application for reaccreditation?

- a) Accreditation granted
- b) Accreditation declined
- c) Accreditation deferred

If we decide to decline your application or defer it, we will inform you why and what corrective action we consider needs to be taken and within what time frame.

What can I do if I do not agree with the outcome of my application for reaccreditation?

You may appeal our decision. Please see the appeals process contained on the CQS web page. We will consider holding over your accreditation until the outcome of your appeal.

Could my practice be selected for assessment during our membership?

Yes it could. Information as to this will be posted on the CQS webpage in due course. (www.lawsociety.org.uk/cqs).

Is there any mandatory training this year?

There will be mandatory training to be undertaken by relevant members of staff during the membership year. Details as to the mandatory training will be announced during January 2012.

If you have any queries about reaccreditation or the CQS please contact the CQS Office on 0207 316 5550 or email cqs@lawsociety.org.uk