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**PPR Application Form**

**PRACTISING CERTI**

SECTION 1. PERSONAL DETAILS

First Name ……………………………………. Surname …………………………………….

Telephone ……………………………………. Mobile …………………………………….

Email ……………………………………. Gender Male □ Female □

Date of Birth …………………………………….

Address. ………………………………………………………………………….…………………………………….

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SECTION 2. PROFESSIONAL DETAILS

(Please tick the box if you would prefer to use these contact details upon the register)

Employment Status ……………………………………. Job Role …………………………………….

Business name …………………………………….…………………………………….

Area of Practise □ **…………………………………………………………………....................................**

Telephone □ …………………………………….

Email □ …………………………………….

Address □ ………….…………………………………….…………………………………….

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SECTION 3. PPR TIER LEVEL

Which tier are you applying for? (Please see the attached tier structure definitions)

Tier 1 □ Tier 2 □ Tier 3 □ Tier 4 □

Will you also be applying for a Practising Certificate?

Yes □ No □

If yes, then please download and complete and submit a Practising Certificate Application Form which will require evidence of PII, suitability and the appropriate fee.

Only members who have **paid** for membership of the PPR can apply for a PCC.

SECTION 4. PAYMENT

The annual cost of membership is as follows:

All Tiers £25.00

**Payment method**

Bank transfer □ Credit/debit card by phone □

**PPR Bank Details are as follows:**

Name: Professional Paralegal Register

A/C No: 20342324

Sort Code: 08-60-01

SECTION 5. DECLARATION

I declare that the information given in this form is correct. I understand that once I am registered on the PPR, I agree to be bound by the Practitioners Rules and decisions of the Register Regulatory Committee and all other regulations of the PPR for the time being in force including the Code of Conduct.

Signed: Dated:

SECTION 7. VouchedFor Offer

As a member of the PPR you are entitled to apply for a £200 credit to enable you to be listed on the <http://vouchedfor.co.uk/> website, helping you win new clients.

Please tick the box if you would like to be contacted about this offer.

**Tiers Explained**

**Categories**

For the purposes of voluntary regulation under the PPR, whether you are an Associate, Member, or Fellow with your membership body, under the PPR you will be recognised by your knowledge and experience as a ‘Tier’.

For end users whether they are companies, local authorities, consumers, solicitor’s or barristers, a simple Tier structure will make it easy for professional paralegals to be recognised.

If you are unsure which category you should apply for, you should talk to your recognised membership body.

You **MUST** be a member of a recognised membership body to enable you to gain entry onto the PPR.

**A Tier 1 Paralegal**

Typically you will be a trainee Paralegal who is studying to achieve a level 3 qualification (equivalent to A Level) and has no or very little work experience.  
A Tier 1 may be engaged in legal secretarial work; legal administration or general legal office assistance.

**A Tier 2 Paralegal**

You will be a Paralegal who has either obtained a level 3 qualification and/or has a minimum of two years ‘qualifying’ experience.  
A Paralegal in Tier 2 may have many years of experience in a particular area of practice.  
Tier 2 Paralegals may also be law graduates that have no or very little relevant work experience.   
A Tier 2 Paralegal may be offering services to the general public (subject to obtaining a Paralegal Practising Certificate); assist in many legal matters; prepare cases and assist litigants in person amongst many other things.  
Your area of knowledge, experience and expertise will determine the nature of the service or services that you may offer under a Paralegal Practising Certificate.

**A Tier 3 Paralegal**

You are a Paralegal that has gained a minimum of a Level 6 qualification (Degree Level) **AND** has a minimum of 2 years qualifying experience.  
Typically a Tier 3 Paralegal is a graduate in law or has an equivalent qualification in the area of law in which they practice.  
A Tier 3 will typically be fee earners as Paralegals and can carry out complex legal matters.

Your area of knowledge, experience and expertise will determine the nature of the service or services that you may offer under a Paralegal Practising Certificate.

**A Tier 4 Paralegal**

Typically a Tier 4 Paralegal will have a Level 6 or above qualification, a minimum of 4 years qualifying experience and have undertaken Paralegal Practice Skills.  
These Paralegals are likely to be Fellows of their membership body and have expertise in one or more areas of law gained over many years.

Your area of knowledge, experience and expertise will determine the nature of the service or services that you may offer under a Paralegal Practising Certificate.