

MEMBERSHIP REQUIREMENT REGULATIONS

Regulations made by the CILEX Board under Bye-Law 8 on 29 September 2021

1. Implementation

These Regulations take effect from 1 January 2022 and supersede previous Membership Regulations, without prejudice to anything done under those previous membership requirement regulations and decisions.

2. Definitions

In these Regulations the following definitions apply:

“Associate Prosecutor” means a person who is designated by the Director of Public Prosecutions under Section 7A of the Prosecution of Offences Act 1985.

“CILEX” means the Chartered Institute of Legal Executives.

“Graduate” means a person who holds a qualifying law degree.

“CILEx Regulation” means CILEx Regulation Limited, the designated regulator under the Legal Services Act to which CILEX delegates delivery of its regulatory duties.

“Qualifying Law Degree” means a degree recognised by the Solicitors’ Regulation Authority (SRA).

“Registered Person” means a person who is not a Fellow but is registered with CILEX in one of its grades of membership in accordance with its Charter and Bye-Laws and rules made by the CILEX Board.

“Regulated activity” means immigration advice and services

“Relevant Level 2 Legal Qualification” means a legal qualification which is listed on the Qualifications Credit Framework and is recognised by CILEX, and which may be subject to change from time to time.

“Reserved Legal Activities” has the same meaning as in the Legal Services Act 2007

3. Obligations

3.1 All members who are registered with CILEX, in whatever grade, will be bound by the provisions of the Charter and Bye-Laws, and regulations made by the CILEX Board and where applicable, CILEx Regulation, and every applicant for registration shall be taken to have agreed to be so bound.

3.2 All persons who seek to be registered with CILEX, in whatever grade, must satisfy any requirements in respect of fitness to be registered as a member.

4. Membership

4.1 A person wishing to register with CILEX may be registered in any of the following membership grades, subject to complying with the registration criteria for that grade:

- CILEX Student
- CILEX Member – Paralegal
- CILEX Member – Advanced Paralegal
- Chartered Member – CILEX Lawyer
- CILEX Associate Prosecutor
- CILEX Affiliate Member
- CILEX Fellow
- CILEX Companion

4.2 A person may be registered as a CILEX Student provided

4.2.1 they are enrolled on a CILEX qualification, or

4.2.2 they hold a legal qualification that is not recognised by CILEX

4.3 A person may be registered as a CILEX Member – Paralegal provided

4.3.1 they have passed the CILEX Level 3 Professional Diploma in Law and Practice (including CILEX Level 3 Conveyancing Practice), or

4.3.2 they are a Graduate with a recognised Law Degree (or equivalent), or

4.3.3 they have completed the Foundation stage of the CILEX Professional Qualification (CPQ), or

4.3.4 they have successfully completed the Paralegal Apprenticeship

4.3.5 they can demonstrate their competence upon application, as validated by their employer, including at least three years of relevant experience

4.3.6 they meet other criteria which may be set by the CILEX Board from time to time

4.4 A person may be registered as a CILEX Member – Advanced Paralegal provided

4.4.1 they have completed the CILEX Level 6 Professional Higher Diploma in Law (or equivalent), or

- 4.4.2 they have completed a Legal Practice Course (LPC), or
 - 4.4.3 they have completed a Bar Practice Course (BPC), or
 - 4.4.4 they have completed the Advanced Stage of the CILEX Professional Qualification (CPQ); or
 - 4.4.5 they meet other criteria which may be set by the CILEX Board from time to time
- 4.5 A person may be registered as a CILEX Associate Prosecutor member if:
- 4.5.1 they have been designated as an Associate Prosecutor, regulated by CILEx Regulation, by the Director of Public Prosecutions.
 - 4.5.2 they are employed by the Crown Prosecution Service as an Associate Prosecutor; and
 - 4.5.3 their application for registration is endorsed by a Crown Prosecutor who is responsible for their work.
- 4.6 A person who ceases to be designated as an Associate Prosecutor for any reason, shall continue to be a Registered Person and shall be enrolled as a CILEX Student, CILEX Member – Paralegal or CILEX Member – Advanced Paralegal subject to meeting the registration criteria for that membership grade.
- 4.7 A person may be registered as a Chartered Member – CILEX Lawyer provided
- 4.7.1 they hold a practising certificate as a Fellow/Chartered Legal Executive, and
 - 4.7.2 they have obtained further regulatory authorisation to practise reserved legal activities or regulated activity within their practice specialism, or
 - 4.7.3 they were a Chartered Legal Executive/Fellow on 1 January 2021, and have committed to obtain regulatory authorisation to practise reserved legal activities or regulated activity within their practice specialism by 31 December 2023, or
 - 4.7.4 they were a Chartered Legal Executive/Fellow on 1 January 2021 and have declared that their practice specialism is in an area that does not require additional regulatory authorisation to practice reserved legal activities.
- 4.8 A person may be registered as a CILEX Affiliate member provided
- 4.8.1 They are registered in a grade of CILEX membership, but wish

to change the status of membership for reasons including, but not limited to

- 4.8.1.1 Parental leave
- 4.8.1.2 Period of non-working
- 4.8.1.3 Retirement
- 4.8.1.4 Dual qualification

4.8.2 Have an interest in the legal profession and want to be part of a professional association.

4.9 A person must be registered as a Fellow if:

4.9.1 they are authorised by CILEX Regulation as a Fellow/Chartered Legal Executive, having obtained a recognised qualification other than the CILEX Professional Qualification, or

4.9.2 they were a Chartered Legal Executive/Fellow on 1 January 2022 and have not committed to obtain authorisation in an additional reserved legal activity or regulated activity before 31 December 2023

4.10 A person may be registered as a Companion provided

4.12.1 they have been appointed by the CILEX Board to the honorary status of Companion in recognition of their contribution to the advancement or promotion of the profession or to the work of CILEX.

4.11 A person who has been registered with CILEX in any membership grade (except for Fellows) but whose registration has lapsed, can apply to re-register if:

4.11.1 they pay any fees owing to CILEX at the time their membership ended; and

4.11.2 they satisfy the requirements of the CILEX Board in respect of fitness to be registered with CILEX.

4.12 A person who seeks admission as CILEX Student, CILEX Member – Paralegal, CILEX Member – Advanced Paralegal or CILEX Affiliate may be able to satisfy certain exemption criteria which will be set by CILEX from time to time.