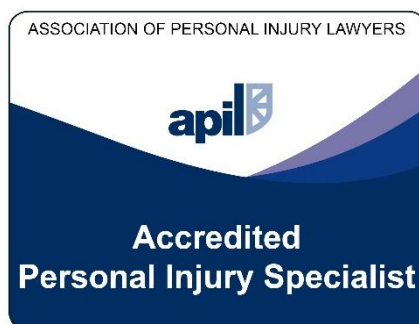


APIL accreditation



Why should I become accredited?

As an accredited member you will:

- **have an individual quality mark/logo to use on your website profile and personal stationery**
- **be included in the online search so members of the public can find your details**
- **benefit from APIL's supporting press and PR activity**

Which level should I apply for?

There are two entry levels:

Litigator

Usually running cases
under supervision, with
less than five years'
experience

Senior Litigator

Usually running cases
unsupervised, with
more than five years'
experience

How do I apply?

Step one

Choose your level and download the portfolio document and guidance notes for your chosen level from the website: www.apil.org.uk/individual-accreditation

Alternatively contact the APIL office on 0115 958 0585 for copies.

Step two

Complete the candidate sections of the portfolio.

If you don't have a relevant case for one or more elements of the criteria, consult the guidance document for details of alternative evidence you can provide your assessor with.

Step three

Appoint your assessor.

Refer to the 'Details of assessor' page in your portfolio for guidance on who would qualify to act as your assessor.

Step four

Meet with your assessor so they can undertake your assessment and complete their sections of the portfolio.

If you don't have a relevant case for one or more elements of the criteria, your assessor should consult the guidance document for details of alternative evidence that will satisfy them that you meet the criteria.

Step five

Save or print a copy of the complete portfolio to retain in-house.

Finally . . .

Click the ‘Remove confidential information’ button on the last page to remove case names

Print a copy for you and your assessor to both sign

Send the signed portfolio to the APIL office:

**Accreditation Department
Association of Personal Injury Lawyers
3 Alder Court
Rennie Hogg Road
Nottingham
NG2 1RX**

What happens next?

APIL will contact you regarding the outcome of your application

If successful, you can then:

- **Update your web profile with your specialist areas of work, biography and photograph**
- **Download your individual accredited logo, if you have gained Senior Litigator level.**

How do I keep my accreditation?

- **Accrue 16 hours of APIL accredited CPD training annually, and maintain your personal training log**
- **Revalidate your accreditation every five years***

***Revalidation doesn't require you to re-apply in full; it involves confirming compliance with a number of key points.**

How do I accrue APIL accredited CPD hours?

Attending APIL accredited courses

- Attendance at APIL courses and conferences
- Attendance at APIL regional and special interest group meetings
- Attendance at in-house courses delivered by APIL in-house accredited offices, APIL or APIL trainers
- Attendance at APIL accredited courses run by other training providers. Full listing of APIL accredited events run by other training providers: www.apil.org.uk/other-accredited-courses

APIL accredited distance learning

Maximum 10 hours

Viewing APIL accredited personal injury programmes produced by APIL or other training providers

Writing for publications

Maximum 4 hours

Writing published personal injury articles for recognised law journals or books

For Senior Litigators and higher:

Delivering personal injury training

Maximum 10.5 hours

Delivering training for APIL, other organisations or in-house in accordance with the APIL philosophy

I've gained Senior Litigator status - where can I go from here?

■ Specialist accreditation

If you specialise in:

- clinical negligence
- brain injury
- spinal cord injury
- occupational disease and/or asbestos disease
- accidents and illnesses abroad

You may be interested in one of our Specialist accreditations. Each accreditation has a Specialist logo which you can display beside your Senior Litigator logo.

For more information go to: www.apil.org.uk/individual-accreditation or contact the APIL office.

■ **Corporate accreditation**

Gaining corporate accreditation enables your office to use the accredited practice logo and access additional training and profiling benefits

For more information, go to: www.apil.org.uk/corporate-accreditation or contact the APIL office –

■ **Fellow and Senior Fellow accreditation**

For Senior Litigators with a high level of technical expertise who manage a PI department and are recognised by peers as being in a position of professional and intellectual leadership

For more information, go to: www.apil.org.uk/individual-accreditation or contact the APIL office – details to follow.

Who can I talk to if I have any questions?

**Call the accreditation
department at the APIL office
on 0115 958 0585**

or send us an email: mail@apil.org.uk