

**Completion Certificate Application Form**  
**(New Zealand Degree Holders Only)**  
[Effective 1 June 2011]

PERSONAL DETAILS [Please Print]

**Full Legal Name\***   
*Surname                      First Name                      Middle Name(s)*

**Name Used**   
*Surname                      First Name                      Middle Name(s)*

**Address and Contact Details** *Address*

**Address Where Certificate to be Sent**  
(if different from above)

*Email:*  *Phone: Day* ( )  *Evening* ( )

**Date of Birth** (*Day/Month/Year*)  **Gender** *Male*  *Female*

\* If you have used other names, please enclose an original or certified copy of your marriage certificate, or a statutory declaration explaining the difference. Please note that the New Zealand Council of Legal Education (the Council) may also request to see the originals of any of these documents, and any other supporting documentation to establish identity.  
\* If the address where your certificate is to be sent is a business address, please provide a PO Box or Private Bag number instead of a physical address.

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**PAYMENT (\$NZ46.00 (INCLUDING GST))**  
 *Cheque Crossed Not Transferable and Payable to the New Zealand Council of Legal Education*

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**LLB/LLB HONOURS DEGREE**

*YEAR IN WHICH YOU OBTAINED YOUR DEGREE*

*UNIVERSITY AT WHICH YOU OBTAINED YOUR DEGREE*

- Auckland*
- Waikato*
- Victoria*
- Canterbury*
- Otago*

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**LEGAL ETHICS**

*YEAR IN WHICH YOU COMPLETED LEGAL ETHICS*

*UNIVERSITY AT WHICH YOU COMPLETED LEGAL ETHICS*

- Auckland*
- Waikato*
- Victoria*
- Canterbury*
- Otago*

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**PROFESSIONAL LEGAL STUDIES COURSE (PLEASE TICK WHICH COURSE YOU HAVE COMPLETED)**

*Institute of Professional Legal Studies*

Full time  or Distance

Intake  Year

*College of Law New Zealand*

Distance  Intake  Year

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**CHECKLIST**

Please tick to show that you have enclosed the following documents:	
(i) Application Form	<input type="checkbox"/>
(ii) Cheque	<input type="checkbox"/>
(iii) Original Academic Transcript	<input type="checkbox"/>
(iv) Original Evidence of Completion of Legal Ethics	<input type="checkbox"/>
(v) Original Evidence of LLB Degree if not Shown in Transcript	<input type="checkbox"/>
(vi) Original Evidence of Completion of the Professional Legal Studies Course	<input type="checkbox"/>
(vii) Certified Copy of the First Two Pages of Passport	<input type="checkbox"/>
(viii) Completed PLSC Survey Form	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Please note that your application will not be processed unless all documents, including your PLS Course certificate, are included.</li></ul>	

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**NOTES**

- The documents provided to the Council, apart from the passport, must be original. Unfortunately we cannot accept certified copies. (A certified copy is a photocopy of the original, but it must be witnessed and signed as a true copy of the original by a person authorized to witness such documents in accordance with the requirements of the Oaths and Declarations Act 1957 eg, a Barrister and Solicitor of the High Court of New Zealand, a Justice of the Peace or a Notary Public.). If you do not have a passport, please contact us.
- Holders of overseas law qualifications who have come through the overseas assessment process should not use this form. You should apply directly to the Chief Executive of the Council for a completion certificate using the form entitled **Completion Certificate Application Form (Overseas Graduates and Practitioners)**.
- Please complete the questionnaire in Schedule 3 and return with your application for a Completion Certificate. All details of the questionnaire will be treated confidentially.

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**ADDRESS TO WHICH APPLICATION IS TO BE SENT**

Send your completed application form, certificate and cheque to  
New Zealand Council of Legal Education  
Completion Certificate Division  
PO Box 5671  
**WELLINGTON**

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**PLEASE SIGN BELOW**

I have read and understood the terms of this application, including the information appearing in Schedule 1. I understand that the Council, or its agent, may seek verification of my qualifications, and of my passport details, from issuing institutions, organisations or persons, and I authorise any such verification checks to be made. I also authorise those issuing institutions, organisations or persons to release to the Council, or its agent, such information as is required to undertake those verification checks for the purpose of verifying that the information I have provided in respect of this application is true and correct in all respects.

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(Signature of Applicant)

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**OFFICE USE ONLY**

Date Received   
Date Sent

**New Zealand Council of Legal Education  
1 June 2011**

**Please do not return this document with your application**

## **SCHEDULE 1**

### **INFORMATION REGARDING ADMISSION TO THE LEGAL PROFESSION IN NEW ZEALAND**

#### **HOLDERS OF NEW ZEALAND LAW DEGREES**

##### *Eligibility*

1. In order to be eligible for admission as a barrister and solicitor of the High Court of New Zealand you must satisfy the following educational requirements prescribed by the Council of Legal Education (“the Council”)-
  - You must qualify for admission to an approved LLB degree, or LLB degree with Honours, from a Law School University in New Zealand.
  - You must also have passed a course in Legal Ethics taught at one of the Law School Universities in New Zealand.
  - You must complete the Professional Legal Studies Course.
2. Under the Lawyers and Conveyancers (Lawyers: Admission) Rules 2008, in order to show that the requirements noted in paragraph 1 above have been completed, for admission purposes, you need to obtain a Certificate of Completion (“Certificate”) from the Council.

##### *Evidential Requirements*

3. Before the Certificate can be issued you must provide the Council with the following documents-
  - (a) A transcript from the University where you studied for your LLB degree, verifying that you are eligible for, or have obtained, an LLB degree (this phrase covers Honours students who would be eligible for the LLB degree having completed the LLB component).
  - (b) A transcript from a University verifying that you have passed Legal Ethics.
  - (c) A certificate of completion of the Professional Legal Studies Course issued by the Institute of Professional Legal Studies, or the College of Law New Zealand verifying completion of the Professional Legal Studies Course.
4. The transcripts referred to in paragraph 3 (a) and (b) above, should be obtained directly from the University at which you completed your LLB degree and Legal Ethics course, upon payment of any fee prescribed by the University. The transcript must show the subjects which you have undertaken, and the years in which you passed the subjects. Evidence of completion of the Professional Legal Studies Course can be obtained from either of the bodies listed in paragraph 3(c) above.

5. The documents must be originals.

#### *Evidence of Identity*

6. A certified copy of the first two pages of your passport must be enclosed. If you have changed your name, a certified copy of the change of name document (eg the marriage certificate or the change of name registration or declaration) must also be provided.

#### *Stale Qualifications*

7. The Council has imposed restrictions on the currency of qualifications and Certificates. In any case where a “qualification for admission” is more than 10 years old at the time when a candidate for admission applies to the Council for a Certificate, the Council may, in its discretion, assess the qualification, and may impose further study or training on the candidate.
8. In the case of a New Zealand degree holder, a “qualification for admission” includes an LLB or LLB (Honours) degree, a core subject, Legal Ethics, and the Professional Legal Studies Course.
9. The effect of this requirement is that when you apply for a Certificate, the Council will check the age of your qualification. If your qualification, or part of it, falls within the stale qualification period, you will be required to make a stale qualification application. In such cases, the Council has a discretion to impose further study such as degree courses, or to require passing of an Examination in the Law and Practice of New Zealand, or a legal ethics course, or the Professional Legal Studies Course to refresh the stale qualification.

#### *Process on Receipt of Application*

10. On receipt of the material noted in paragraph 3 above, and a completed application form, the Council will send you an e-mail of acknowledgment.
11. You should receive your Certificate within 20 working days from the date of the e-mail of acknowledgement. This incorporates a 14 working day period which the Council may require to process your application, and for postage. **Please note that applications cannot be fast tracked for any reason, and applicants should take the 14 working day period into account when planning their admission date.**
12. Please contact the Council if 20 working days have elapsed, and you have not received your Certificate. Please note that the Council cannot guarantee that you will receive your Certificate in less than the specified 20 day period. You should take this into account when planning your admission.
13. An application which is incomplete, or is not in the proper form may be returned to the applicant for proper completion. Accordingly, the Council may not be able to process incomplete applications within the 20 day period.

#### *Fee*

14. A fee of \$46.00 (including GST) must also accompany your application.

### *Validity Period of Completion Certificate*

15. The Certificate will be valid for a period of three years. If the three year period expires and you have not been admitted to the profession, you will need to re-apply to the Council for another Certificate. Your qualification will be examined for staleness on all occasions that you are required to re-apply.

### *Address for Certificate*

16. You are asked to provide an address to which we may post your Certificate. The Certificate and all correspondence will be sent to the address. If you change your address, or wish to alter the address details for receipt of your Certificate, please send the Council written notification of the new address details. This will avoid unwanted delays.

### *CLE Trainee Survey Form*

17. To assist with the Council's regulation and promotion of better provision of the Professional Legal Studies Course, please complete the CLE Trainee Survey Form (Schedule 3). Your name will not be identified in the data collected and all details of the questionnaire will be treated confidentially.

### *Return of Documentation*

18. The Council does not return documentation unless specifically requested and appropriate arrangements are made for the return (for example inclusion of a return self-addressed, pre-paid courier bag).

**Please do not return this document with your application**

## **SCHEDULE 2**

### **TABLE OF PRESCRIBED FEES**

<b>Application</b>	<b>Fee (plus GST)</b>
Completion Certificate	\$40.00 (gst \$6.00) \$46.00
Stale Qualification Assessment	\$150.00 (gst \$22.50) \$172.50
Expired Completion Certificate	NIL

Please return this document with your application

## SCHEDULE 3

### CLE TRAINEE SURVEY ON PROFESSIONAL LEGAL STUDIES COURSE

**NAME OF PROVIDER:** \_\_\_\_\_

**INTAKE:** \_\_\_\_\_

#### INSTRUCTION

Overall the instruction that I received was -

- |              |                          |
|--------------|--------------------------|
| Excellent    | <input type="checkbox"/> |
| Good         | <input type="checkbox"/> |
| Satisfactory | <input type="checkbox"/> |
| Poor         | <input type="checkbox"/> |
| Very Poor    | <input type="checkbox"/> |
- 

#### COURSE

Overall, I would rate the quality of this course as -

- |              |                          |
|--------------|--------------------------|
| Excellent    | <input type="checkbox"/> |
| Good         | <input type="checkbox"/> |
| Satisfactory | <input type="checkbox"/> |
| Poor         | <input type="checkbox"/> |
| Very Poor    | <input type="checkbox"/> |
-

## WORKLOAD

The amount of work required in the Course was -

- |                |                          |
|----------------|--------------------------|
| Far too much   | <input type="checkbox"/> |
| Too much       | <input type="checkbox"/> |
| About right    | <input type="checkbox"/> |
| Too little     | <input type="checkbox"/> |
| Far too little | <input type="checkbox"/> |

## STUDY TIME

My employer gave me the required time off to complete the course -

- |                       |                          |
|-----------------------|--------------------------|
| Always                | <input type="checkbox"/> |
| Regularly             | <input type="checkbox"/> |
| About 50% of the time | <input type="checkbox"/> |
| Sometimes             | <input type="checkbox"/> |
| Never                 | <input type="checkbox"/> |
- 

## VALUE FOR MONEY

Overall, the course was good value for money -

- |                               |                          |
|-------------------------------|--------------------------|
| Strongly Agree                | <input type="checkbox"/> |
| Agree                         | <input type="checkbox"/> |
| Neither Agree<br>nor disagree | <input type="checkbox"/> |
| Disagree                      | <input type="checkbox"/> |
| Strongly Disagree             | <input type="checkbox"/> |

**Please note:** When responding to this value for money question, please base your answer on your assessment of the product and services received as against the cost of that particular course. Please do not base your response on a cost comparison between providers.

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## STATISTICAL INFORMATION

Please answer the following questions by placing a tick in the appropriate box.

1 Were you employed when you completed the PLS Course?

Yes

No

2 Was your employment full-time or part-time?

Full-time

Part-time

3 If you were employed (either full-time or part-time) at which type of institution were you employed?

Private law firm

Government

Corporate

Non-legal

Other

4 If you were employed (either full-time or part-time), did your employer pay for your course?

Yes

No

5 If you were employed (either full-time or part-time) and you did the course on line, how many hours did your employer make available to you to complete the on line component of the course?

None

Between 1 and 5 hours

Between 5 and 7 hours

Between 8 and 10 hours

6 How many hours per week did you spend on the course work.  
Please specify hours.