

Specialist Accreditation



2025/2026 Online Accreditation Renewal

User Guide

Last updated: March 2025



THE LAW SOCIETY
OF NEW SOUTH WALES



Table of Contents

Renewing your Specialist Accreditation for 2025/2026	3
What you need to know	3
2025 Renewal fees	3
Specialists who hold more than one Accreditation	3
Specialist Accreditation Renewal Requirements	3
How to renew your Specialist Accreditation	4
I am not renewing my Specialist Accreditation	4
Apply for Leave of Absence	4
Non-renewal	5
I am already on an approved Leave of Absence	5
Substantial Involvement in my area of Accreditation	6
Applying for an exemption	6
If you are not applying for an exemption	7
Specialist Accreditation CPD compliance	7
Applying for an extension	8
Applying for an exemption	9
Adverse action	9
Specialist Accreditation Declaration	11
Renewal Payment	11
Renewal payment options	12
Electronic Funds Transfer	12
Credit / Debit Card	13
Specialist Accreditation team contact information	13

Renewing your Specialist Accreditation for 2025/2026

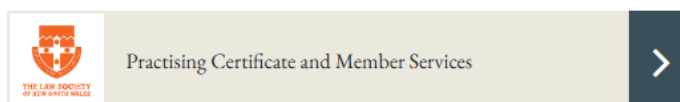
Specialist Accreditation renewals are now open, and you must complete your renewal by 30 June 2025.

Renew now at: <https://www.lawid.com.au>

Enter your Username and Password into the LawID log-in page and click the ‘Sign-in’ button. This will direct you to your LawID profile, displaying all the services available to you. Click on the ‘Practising Certificate and Member Services’ option which will direct you to your ‘My Law Society’ page.



SERVICES AVAILABLE



What you need to know

Please be advised that as per previous communications from the Specialist Accreditation team, the Specialist Accreditation year is now aligned with the Practising Certificate/Solicitor Membership year and that the Law Society has aligned the Specialist Accreditation CPD year with the Uniform Law CPD year. When you are ready to begin the renewal process, you will first renew your Practising Certificate, and once this step is complete, you will be immediately directed to complete your Specialist Accreditation renewal.

Please note that the renewal process does not have an auto-save function, so if you decide to stop it at any time, you will need to begin again when you next log on.

2025 Renewal fees

Please note that the standard Specialist Accreditation renewal fee for 2025 is \$450. A discounted fee of \$360 is offered for practitioners who hold the following practice types: sole practitioner, government solicitor, local government council and community legal services. **The renewal fee available to you will be automatic based upon your practice type.**

Specialists who hold more than one Accreditation

If you hold more than one Accreditation, please note that you will not be able to process your renewal online. The Specialist Accreditation team will contact you directly regarding your renewal and will send you the relevant form to complete. If you have any questions regarding this process, please contact the team at specialists@lawsociety.com.au.

Specialist Accreditation Renewal Requirements

Detailed information regarding the renewal requirements, including CPD obligations, exemptions and Leave of Absence requests, can be found in the [Information for Accredited Specialists](#) guide.

How to renew your Specialist Accreditation

To renew your Specialist Accreditation, please follow the steps below:

Once your Practising Certificate renewal is complete, you will be directed to the Application for Renewal of your Specialist Accreditation.

2025/26 APPLICATION FOR RENEWAL OF YOUR SPECIALIST ACCREDITATION

Please refer to Information for Accredited Specialists [here](#).

Area of Law:

Family Law

Are you renewing your specialist accreditation?

i Please note that any changes to your current Principal Place of Practice or Employment type will not affect the charged fee. This information is applicable throughout the Specialist Accreditation renewal process only.

☐

Yes

☐

No

☐

I am currently on a leave of absence past 30 June 2025

Back

Next >

The grey box at the top of the page shows your area(s) of Accreditation which is generated automatically.

Please contact us immediately at specialists@lawsociety.com.au if this information is incorrect.

You will be asked if you are renewing your Specialist Accreditation. Please click 'YES' and click the orange 'Next' button to continue.

I am not renewing my Specialist Accreditation

If you are not intending to renew your Specialist Accreditation, click 'NO'. Please then select from the following options:

☒

No

☐

Apply for Leave of Absence **?**


☐

Apply for Non-Renewal

Apply for Leave of Absence

If you select 'Apply for Leave of Absence', complete the following fields and click the orange "Next" button to continue.

Apply for Leave of Absence

 Applications for a leave of Absence are **not** automatic and practitioners will be informed of the outcome.

Leave start date - Leave return date

Reason(s) for seeking leave

Enter note (5000 characters limit)

0/5000 characters

Detailed information regarding Leave of Absence requests can be found in the [Information for Accredited Specialists](#) guide.

Non-renewal

If you select '**Non-Renewal**', please select a reason from the drop-down menu and click the orange '**Next**' button to continue.

Non-renewing Reason

-- Please select --

-- Please select --

GONE TO BAR

NO LONGER VALID

NO LONGER WORKING IN AREA

NO PC

NOT MEMBER

OTHER

RETIRING

I am already on an approved Leave of Absence

If you are currently on a Leave of Absence and will still be on leave **AFTER 30 June**, select this option and click the orange '**Next**' button to continue.

You will be directed to the Application Declaration screen.

Substantial Involvement in my area of Accreditation

Application Declarations

Application Declaration 1 **1**

Application Declaration 2 **2**

Application Declaration 3 **3**

In the period of 1 May 2024 - 30 April 2025. I have maintained substantial involvement in the area(s) of accreditation no less than 25% of normal full-time practice **?**

☐ Yes

☐ No

Question 1: Application Declaration 1:

Select **Yes** or **No** to this question. Please note if you select '**No**' you will be required to indicate if you would like to apply for an exemption.

☒ No

Apply for Exemption

☐ Yes

☐ No

Applying for an exemption

If you select '**Yes**' to applying for an exemption, you will be asked to select from the following options:

Apply for Exemption

☒ Yes

Exemption Reason **?**

☐ Changed in Work Practices

☐ Moved to full time academia

Once you have selected the reason, you will be required to upload a written statement to the Specialist Accreditation Board to the file box. Click the orange '**Next**' button to continue.

If you are not applying for an exemption

If you select 'No' to applying for an exemption, you are unable to continue your Specialist Accreditation renewal application online. Click the orange 'Next' button to continue with your Practising Certificate renewal payment.

☒ No

Involvement in the area(s) of accreditation

As you have selected no to maintaining substantial involvement of no less than 25% of full-time practice, and have selected no to an exemption, your Specialist Accreditation renewal cannot progress.

Please take one of the following actions:

1. **Review Your Choice**
2. **Contact Us:** Reach out to specialists@lawsociety.com.au
3. **Proceed to Renewal:** Click the "Next" button to continue with your Practising Certificate Renewal only.

Once this question is satisfactorily answered, the circle with number 1 will change to a green tick and the black 'Proceed' button will be highlighted.

Click the black 'Proceed' button to continue.

Specialist Accreditation CPD compliance

Application Declarations



In the period of 1 May 2024 – 30 April 2025. I have completed 10 CPD points in the area(s) of accreditation

☐ Yes

☐ No

Back

Proceed

Back

Next >

Question 2: Application Declaration 2:

Select **Yes** or **No** to this question. Please note if you select 'No' you will be required to indicate if you would like to apply for an extension OR exemption.

☒ No

I wish to apply for ?

☐ An extension of time to complete my outstanding CPD requirements before 30 June

☐ An exemption

Applying for an extension

If you wish to apply for an extension, you will be required to upload a written statement with your reasons for seeking an exemption to the file box.

I wish to apply for ?

☒ An extension of time to complete my outstanding CPD requirements before 30 June

Details of Non Compliance

Specialists who are unable to complete the 10 CPD points for renewal may request an extension of time until 30 June 2025 where one of the following circumstances applies.

- Extenuating circumstances
- Planned and confirmed CPD completed before June 30

For further information please visit the [Information for Accredited Specialists handbook](#).

To request an extension, please upload a written statement and any relevant supporting documentation outlining the following

- Reasons for seeking an extension
- Details of any planned CPD including name and date of course/s



[Choose a file](#)

or drag it here. Maximum file size: 10MB

① File required.

Applying for an exemption

If you select '**An exemption**' you are unable to continue your Specialist Accreditation application online. Click the orange '**Next**' button to continue with your Practising Certificate renewal payment.



An exemption

CPD Exemption

Specialists who have experienced significant unforeseen and extenuating hardship and have been unable to complete the 10 CPD points for renewal as a result, may be eligible to request that the program exercise its discretion. This is providing that all other renewal requirements from the CPD requirement.

Please submit a written statement that outlines the reasons for a non-compliance and any supporting documentation to specialists@lawsociety.com.au.

As a result of your current selection, you are unable to proceed with the Specialist Accreditation section. To continue, please click on "Next" button for the **Practising Certificate Renewal**.

Once this question is satisfactorily answered, the circle with number 2 will change to a green tick and the black '**Proceed**' button will be highlighted.

Click the black '**Proceed**' button to continue

Adverse action

Application Declarations

Application Declaration 1



Application Declaration 2



Application Declaration 3



Since your last renewal have you been subject to adverse action by a regulatory authority

Note: for the purpose of this renewal, adverse action 

☐ Yes

☐ No

Back

Back


Next >

Question 3: Application Declaration 3:


Select **Yes** or **No** to this question.

Please note if you select '**Yes**', you will be required to upload a written statement to the Specialist Accreditation Board to the file box.

Since your last renewal have you been subject to adverse action by a regulatory authority

Note: for the purpose of this renewal, adverse action 

☒ Yes

I consent and authorise, including for the purposes of the Privacy Act and section 462(2) of the *legal profession uniform law (NSW)*, the Professional Standards Department of the Law Society of NSW, the NSW Bar Association and the Legal Services Commissioner (or any equivalent bodies in another Australian state or Territory), to advise the Specialist Accreditation Board and release to the Specialist Accreditation Board any information in relation to any matter (however described) that is required to be disclosed under the rules and procedures of the Specialist Accreditation program in place from time to time (whether or not that matter has been disclosed by me to the Board) 

Important: Disclosure of any Adverse Action does not satisfy your professional obligations of disclosure under the *legal profession uniform law (NSW)* (**Professional Disclosure Obligations**), which must be made either when submitting an application to renew your practising certificate, or, any other time in writing to psd@lawsociety.com.au. The Law Society Specialist Accreditation team may share any information you disclose regarding Adverse Actions to the Professional Standards Department of the Law Society, but its right to do so does not affect in any way your separate Professional Disclosure Obligations.

Adverse Action

You must provide a written statement to the Specialist Accreditation Board which includes

- (i) A statement of the facts.
- (ii) An explanation as to the circumstance; and
- (iii) Why, despite the adverse action taken against you, you consider yourself to be fit to hold Specialist Accreditation.



[Choose a file](#)

or drag it here. Maximum file size: 10MB

 File required.

Once this question is satisfactorily answered, the circle with number 3 will change to a green tick and the orange '**Next**' button will be highlighted.

Application Declarations

Application Declaration 1




Application Declaration 2



Application Declaration 3



Since your last renewal have you been subject to adverse action by a regulatory authority

Note: for the purpose of this renewal, adverse action 

☐ Yes

☒ No

[Back](#)
[Back](#)
[Next >](#)

Click the orange 'Next' button to continue. You will be directed to the final Declaration page.

Specialist Accreditation Declaration

Declarations

By clicking "Next" I declare that:

- The contents of this application are true and correct; and
- I have read the [Personal Information Collection Notice](#) and consent to The Law Society of New South Wales collection, use and disclosure of information in accordance with that Notice.



[Back](#)
[Next >](#)

Click the orange "Next" button to continue. You will be directed to the payment page.

Renewal Payment

Renewal Payment includes both Practising Certificate and Specialist Accreditation:

Payment Details

Calculate Payment			
Description	Fee (ex.GST)	GST	Amount (inc.GST)
Practising Certificate	\$510.00	\$0.00	\$510.00
Fidelity Fund Contribution 	\$90.00	\$0.00	\$90.00
Family Law	\$409.09	\$40.91	\$450.00
Membership 	\$400.00	\$40.00	\$440.00
Invoice Total	\$1,409.09	\$80.91	\$1,490.00
TOTAL PAYABLE			\$1,490.00

[Back](#)
[Next >](#)

This page displays an overview of the total amount payable for your renewal.

Click the orange '**Next**' button to continue. You will be directed to the '**Payment Method**' page.

Payment



Payment Method

Total Amount:

\$1,490.00

Cancel Payment

MAKE PAYMENT

Renewal payment options

From here you can select how to pay.

Credit / Direct Debit Card

Loan Company / Premium Funder

Electronic Funds Transfer

Electronic Funds Transfer

If you select '**Electronic Funds Transfer**' you will be provided with an invoice for payment to be processed at a later time. We do request that you include your LawID in the reference field when payment is made so it can be easily identified and correctly allocated.

Electronic Funds Transfer



For EFT payments, please include your LawID, if you are paying for an individual practitioner, or the Practice ID, if you are making a payment on behalf of a practice, as the reference to ensure your payment is correctly allocated.

Credit / Debit Card

If you select '**Credit / Debit Card**' a box will appear for you to enter the card details. Payment is processed immediately for the total amount.

Credit / Direct Debit Card ▼

Only accepts the following card types, Direct Debit, Mastercard, Visa or AMEX

Test

Card Number

.....

Security Code

...

Name on Card

Expiration

MM / YY

Once you have selected your preferred payment method, click the orange '**Make Payment**' box.

Total Amount: **\$1,490.00**

Cancel Payment

MAKE PAYMENT

NOTE: Your renewal is **NOT** valid until payment has been received by The Law Society.

Please note that once you have submitted your renewal, it cannot be altered using the online system. Contact specialists@lawsociety.com.au if you need to update any details you have submitted in your online renewal.

Specialist Accreditation team contact information

If you have any issues or cannot renew online, please contact the Specialist Accreditation team at specialists@lawsociety.com.au, or call 9926 0305.