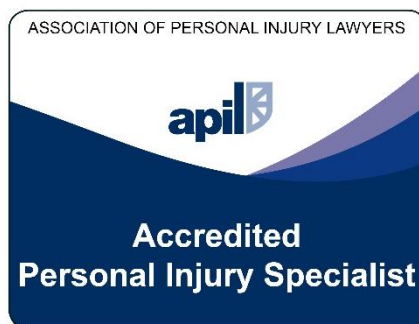


APIL accreditation



Am I eligible?

- **Firstly, you will need to be an APIL member, confirming that you work predominantly for claimants in the personal injury work that you do**
- **As an APIL member, you also agree to abide by the APIL code of conduct and consumer charter**
- **All practitioner and paralegal members of APIL are eligible for accreditation**
- **You don't have to wait until you can satisfy all the criteria for accreditation – you can complete sections of your application throughout your day-to-day work**

Why get accredited?

- **The APIL competence framework has been designed to be used as a development tool, in particular for appraisals**
- **It is geared around standards of occupational competence**
- **The standards can also be used for recruitment**
- **Members following the accreditation path are provided with excellent learning opportunities, developing skills and expertise along the way**

Why get accredited?

- As members acquire expertise and experience, they work up the various levels
- When the Senior Litigator criteria have been satisfied, members are awarded with an individual quality mark/logo for use on their promotional materials and their profile will also be listed at www.apil.org.uk
- Those members with senior litigator status, or above, are promoted to injured people

Why get accredited?

- Inclusion in the APIL online search by area of expertise, postcode/location, and level of accreditation
- Display of biographical details, CV and photograph
- Individual quality mark/logo to use on your website profile and personal stationery
- Recognition by peers
- 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

Which level should I apply for?

Plus for portal claims specialists

Portal claims handler

For members working on
RTA, EL and PL claims
through the MoJ portal and
usually running cases under
supervision

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 943 5400 for assistance**

Step two



Complete the candidate sections of the portfolio:

You need to provide 2 – 4 case names against each criterion

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 to your assessor

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 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 verify your application and contact you regarding the outcome

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 courses accredited by APIL

- 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

Other ways of accruing APIL hours



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, books or podcasts

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 including podcasts

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

Specialist accreditation

You may be interested in one of our specialist accreditations:

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

Each accreditation has a specialist logo which you can display beside your Senior Litigator logo

- **Fellow and Senior Fellow accreditation**

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

- **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

Individual accreditation

Portal Claims Handler*

Litigator

Senior Litigator

Fellow

Senior Fellow

Counsel

Specialist accreditation

Brain Injury

Clinical Negligence

Spinal Cord Injury

Occupational Disease

Asbestos Disease

Accidents & Illnesses Abroad

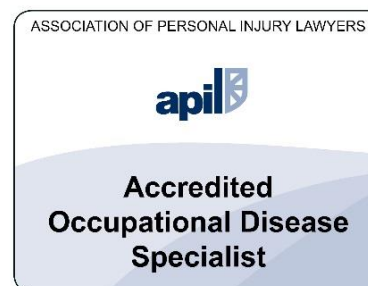
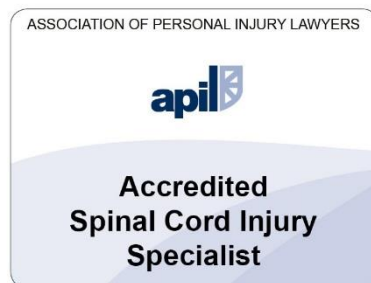
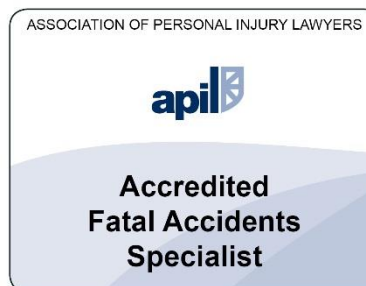
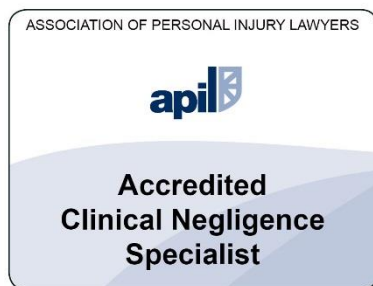
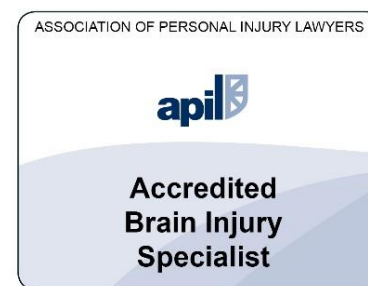
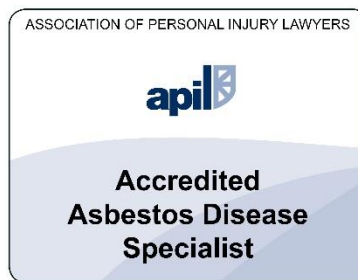
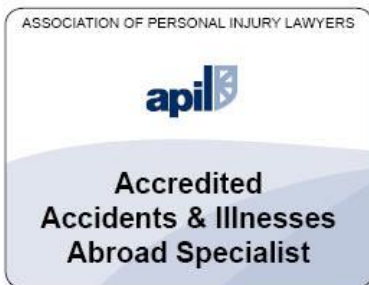
Fatal Accidents

Military Injury

Corporate accreditation

Accredited Practice

Accredited Chambers



Who can I talk to if I have any questions?

Call the accreditation department at APIL
on 0115 943 5400

or send us an email: mail@apil.org.uk
or go to: www.apil.org.uk/individual-accreditation