



**QLTT USA Inc.**  
Qualified Lawyers Transfer Test



# Qualified Lawyers Transfer Test (QLTT)

In association  
with



[www.clt.co.uk](http://www.clt.co.uk)

Law Society Accredited  
Testing Organisation



# The Qualified Lawyers Transfer Test

The American legal market place is extremely competitive. This is true not only for graduates wishing to secure a training contract but also for law firms who must compete with the increasing number of other practices throughout the country.

The Qualified Lawyers Transfer Test (QLTT) is a conversion test that enables attorneys to qualify as English solicitors. The test is administered under the supervision of the Law Society of England and Wales, the equivalent organization to a state bar association in North America.

## Why Qualify as an English Solicitor?

With the coming of globalization, law firms are stepping up their demands for dual qualified lawyers. In addition, many US businesses and corporations are expanding into EU markets, and they increasingly require legal counseling concerning the establishment of distribution channels.

Moreover, American law firms look to establish cross-referral relationships with other law firms from England and the rest of Europe. On the other hand, there are many British companies, businesses and other interests in North America, and mutually beneficial networking opportunities are abundant.

- > Want to raise your professional profile?
- > Want to increase the range of services to your clients?
- > Want to gain a foothold in the EU market?
- > Want to increase your revenues?

The Qualified Lawyers Transfer Test opens new horizons for your career

## Personal Progress

As an active lawyer, you are constantly on the lookout for ways to advance your career. With your experience, you already know that the world is a small place - all aspects of business cross national boundaries and continents. You need to make yourself more marketable within a competitive profession and offer services that suit our global village - and this means gaining the necessary skills and qualifications.

QLTT USA -  
Join us  
and take  
the first step  
to an enticing  
professional  
profile



QLTT USA Inc.  
Qualified Lawyers Transfer Test

E-mail: [info@onewstudies.com](mailto:info@onewstudies.com)



# About the Exam

The QLTT is a short, open-book conversion test that you can take in the USA. The test is based on the assumption that you are already a practicing, knowledgeable lawyer and familiar with the concepts covered by the test. Therefore, it is a test of aptitude rather than memory, and you may take any written material into the exam. The pass mark is only 50%.

## Certificate of Eligibility

In order to take the test, you must be a qualified attorney in at least one state or province in the USA or Canada for a minimum of two years. Attorneys with less than two years' relevant experience may take the QLTT and apply for deferred licensing when they are able to provide proof of two years' practice experience.

In addition, before taking the test, you must obtain a Certificate of Eligibility from the Law Society of England and Wales. The criteria for obtaining this certificate are not demanding, so most candidates commence their studies at the same time as applying for the certificate.

This certificate simply confirms that the applicant is competent to practice law in his or her jurisdiction and has no criminal record, disciplinary actions or other problems related to their background.

An application form for the Certificate of Eligibility will be enclosed with your course package. A form can also be downloaded from our website: <http://www qlttusa.com>. This form should be completed and sent directly to the Law Society, together with a separate fee (see Test Venues, Dates and Fees) and a few documents attesting to your academic and professional qualifications. You should submit the application form as soon as possible, as the issuing process takes approximately six to eight weeks.

If you satisfy these requirements, the Law Society will normally issue a Certificate of Eligibility to be admitted as an English solicitor. The certificate is valid for three years from date of issue, though you can apply for an extension to this period from the Law Society.

## Any questions?

If you have any further queries relating to eligibility, please contact the Law Society:

The Law Society, Information Services

Ipsley Court, Redditch,

Worcestershire, B98 0TD, UK

Tel: +44 (0)1527 504450

[info.services@lawsociety.org.uk](mailto:info.services@lawsociety.org.uk)

<http://www.lawsociety.org.uk>





# Exam Format

The QLTT covers four main subject areas, also known as "Heads":

Head I	Property	Land Law, Conveyancing, Wills, Probate and Administration of Estates	3-hour written examination
Head II	Litigation	English Legal System; Civil or Criminal Litigation, Structure of Courts and Evidence	3-hour written examination
Head III	Professional Conduct and Accounts	Accounts, Professional Conduct, Financial Services and Money Laundry	3-hour written examination

A fourth exam on Principles of Common Law is also part of the QLTT. However, attorneys in the USA are exempt from this exam.

You may choose the number of Heads you wish to take each time. In the event that you do not pass one Head, you can retake the exam for that Head alone on any available date you choose.

The last date for registration is 30 days before the actual date of the test.

## Are you Canadian?

Canadian lawyers (excluding Quebec) are required to take only the exam on Professional Conduct and Accounts, which is offered in Canada.

## Special Needs

Candidates who have special needs that may require specific examination arrangements should supply full details of their disability with supporting documentation at the time of applying to take the exam, or as soon as reasonably possible thereafter.

## Exam Results and Admission to the Roll of Solicitors

Exam results are usually available within six to eight weeks after the examination. Once you have passed the exam and fulfilled any other outstanding conditions of the Certificate of Eligibility, you may apply for admission to the Roll of Solicitors of England and Wales and get your practicing certificate.





# QLTT USA

Now is the time.  
Your clients expect nothing less.

By passing the QLTT, you enhance your professional credentials and pave yourself a road to EU markets and many other jurisdictions. This in turn enables you to offer a far wider range of legal services, thereby attracting new clients with global interests, leading to increased activities - and increased profitability for your practice.

- > Extend your expertise in all aspects of the UK and EU legal markets
- > Get better acquainted with different legal systems
- > Practice in the UK as a solicitor and in other European Union countries according to directive no. 98/5/EC (if you are an EU citizen)
- > No further internship is required

With this certificate in hand, you are well on your way to new career opportunities!

## Why QLTT USA?

You're looking for a convenient course that will take you smoothly to the exam. A course that provides quality materials and guidance from a professional, experienced and supportive team. A flexible course with comprehensive study options, extensive resources and supporting services.

QLTT USA is a well established and highly regarded QLTT provider. As you study, you'll benefit from the personal attention of friendly tutors and administrative staff, including our Client Services team and teaching staff with years of experience in practice and instruction.

The unique methods of QLTT USA is well reflected in high pass rates.

Register with QLTT USA for a smooth path towards  
a new world of professional opportunities!

You'll find it at  
QLTT USA  
in collaboration  
with CLT,  
the leading provider  
of legal and  
professional  
training in the UK



QLTT USA Inc.  
Qualified Lawyers Transfer Test

E-mail: [info@onewstudies.com](mailto:info@onewstudies.com)



# QLTT USA

## Supporting Personal Growth and Career Development in Law

### Broadening Career Horizons

QLTT USA is a leading provider of preparatory course programs in the field of law, recognized for the quality and flexibility of its instruction. We aim to open up career possibilities for professionals, to enable them to experience new paths, develop and enhance the services they offer to their clients.

At the center of our operations is a team of experts experienced in both the practice and the teaching of legal issues. Over the years, they have developed highly effective pedagogic methods and materials, tuned to the specific needs of the QLTT.

In addition, QLTT USA provides comprehensive support services throughout the study period, available online through various media such as forums and direct email communication with tutors and administrative staff. These services ensure that candidates can prepare for the test at their own pace, with the support they need, whenever they need it.

### QLTT USA- in Collaboration with CLT

QLTT USA presents the Qualified Lawyers Transfer Test in association with Central Law Training (CLT), the leading provider of legal and professional training in the UK. CLT is fully validated by the Law Society of England and Wales as an accredited testing organization for the QLTT and is highly regarded QLTT provider.

QLTT USA is licensed by CLT Professional Training to conduct the QLTT in North America. This strategic collaboration with CLT enables us to provide services unparalleled in the field. Because CLT not only provides materials, but also writes and administers the test, our candidates benefit from insights that no other organization can offer.

As you study, you'll benefit from the personal attention of friendly tutors with years of experience in practice and instruction, and from supportive Client Services team who will deal with any issue you may have.

### About CLT

CLT is the largest provider of post-qualification legal education and training for lawyers in the UK, providing over 3,000 training events annually on a wide range of topics.

CLT benefits from successful cooperation with many business and academic partners around the globe, while over 10,000 delegates attend CTL training programs worldwide each year. CLT holds ISO 9001:2000 certification, testifying to its high standards in all aspects of operations.

CLT in collaboration with America's premiere Bar Review provider BAR/BRI also provides the No.1 preparation program for the New York and California State Bar Exams to solicitors and barristers in the UK.

### Mandatory Continuing Legal Education

In certain states, candidates may have the option to earn Mandatory Continuing Legal Education (MCLE) hours.



# Course Program

## Get through the QLTT the Easy Way - with QLTT USA

In designing our course program, our aim was to make certain you pass the QLTT the first time. Being familiar with the busy schedules of practicing lawyers, we focused on making our program comprehensive, affordable and convenient - so that exam candidates can study in the way that best suits them, secure in the knowledge that they have all the materials they need to get them over the hurdle.

QLTT USA is committed to your success on the QLTT. The result is the most comprehensive yet flexible QLTT preparatory course available, with distance learning courses and an on-line program. Now you can fit your studies around your other commitments, broadening your professional horizons without holding back your career.

### Distance Learning Course

QLTT USA has created a comprehensive course, provided for all three Heads of the exam, and presents all the material you need for efficient self-study, including:

- > Paced, specially-written study manuals that include law, practice and procedures
- > Self-assessment questions and answers
- > Case study scenarios, questions and answers
- > Optional assignments and model answers
- > Tutor support: through our Tutor Support Network, any question you may have relating to specific subject areas will be answered by a specialist tutor with expertise in that area.

With QLTT USA you can afford to study whenever and wherever you want! We provide you everything you need to pass the QLTT.

### Premium Online Program

Upon being accepted to the course, each candidate is issued with a username and password and can download study aids online, benefiting from the online program which offers:

- > Access to hundreds of multiple choice questions for self-assessment
- > Online forums for each of the three Heads
- > Personal email box for updates and messages
- > Online communication with tutors who will answer your questions in real time
- > Chat rooms in which you can consult with examinees across the nation, exchange ideas and suggestions, and find out about employment opportunities.

### Revision and Exam Insights

A suggested reading list is detailed in the administration handbook provided to all our candidates.

A few weeks before the date of the exam, QLTT USA will provide you with broad guidelines of the topics on which you will be tested. The guidelines are written by CLT Professional Training, which has composed the exam questions and will mark the exam papers. The guidelines are designed to help you focus on the primary subjects required for the examination.

Guaranteed! You will receive free updates for the course materials until you take the exams, no matter what!





# QLTT in the USA and Canada

## Venues, Dates and Fees

QLTT USA offers test venues in:

- > New York City (New York)
- > Los Angeles (California)
- > Toronto (Canada) (Professional Conduct and Accounts only)

For further information regarding other testing venues in the USA, please visit our website:

<http://www.onewstudies.com>

		March 2008 tests	June 2008 tests	November 2008 tests
Head I	Property	March 4	June 17	November 4
Head II	Litigation	March 5	June 18	November 5
Head III	Professional Conduct and Accounts	March 6	June 19	November 6
Head IV	Principles of Common Law (Week commencing)	March 11	June 24	November 11

When you register to the QLTT program, you will receive an examinee number plus information about exact test center locations and detailed exam schedule.

## How much does it cost?

Complete course program: US\$ 3,400

Package includes:

- > CLT approved distance learning materials (manuals which include law, practice and procedure, case study scenarios, questions and answers, self assessment questions and answers and tutor support), for all three Heads
- > Access to the online program on our website
- > Test fees for all three Heads for one sitting
- > Delivery of course materials

Payment Plan:

- > US\$ 3,400 - all course materials and enrolment for all three tests
- > US\$ 2,400 - course materials for two Heads and enrolment for the two respective tests
- > US\$ 1,250 - all course materials for one Head and enrolment for the respective test

Payment can be made by credit or debit card, banker's draft or bank transfer. The course pack will be sent to you once your application process is completed.

## Canadian Lawyers

The cost of the full package for Canadian lawyers is CAD\$ 1,700, including all course materials on PCA and enrolment for one test.



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E-mail: [info@onewstudies.com](mailto:info@onewstudies.com)

# FAQ

## Any questions? You'll find the answers here.

If you have any further questions, please do not hesitate to contact us, or visit [www.qlttusa.com](http://www qlttusa.com).

### What is the QLTT exam?

The Qualified Lawyers Transfer Test (QLTT) is a conversion test that enables attorneys to qualify as English solicitors. The test is administered under the supervision of the Law Society of England and Wales, the equivalent organization to a state bar association in North America.

### What does the QLTT comprise of?

Four exams (also known as Heads) in total, however lawyers from the USA need to take only the first three Heads and lawyers from Canada need to take only Head III:

Head I - Property

Head II - Litigation (Civil or Criminal)

Head III - Professional Conduct and Accounts

Head IV - Principles of Common Law

Visit [www.qlttusa.com](http://www.qlttusa.com) for more information about the test.

All written tests are three hours long and open book, so candidates are allowed to take any book, document or other written material into the exam.

### In which venues can I take the test?

USA (NYC and Los Angeles), Canada (Toronto).

### What is a Certificate of Eligibility?

It is an official certificate you must obtain from the Law Society before taking the test. The application form can be downloaded from our website. It is also enclosed with the study pack. The Law Society also specifies on the Certificate what Heads you need to pass in order to be admitted to the Roll of Solicitors of England and Wales.

### How long does it take to obtain a Certificate of Eligibility?

The Law Society issues the Certificate within 6-8 weeks. Hence, it is advisable to apply to the Law Society as early as possible.

### For how long is the Certificate of Eligibility valid?

Three years from the date it was issued, however, you can apply for an extension to this period from the Law Society.

### Can I enroll for the course program or the test without first receiving a Certificate of Eligibility?

You may enroll for the course program before receiving the Certificate of Eligibility, but you must have the Certificate in order to confirm registration for the test.

### I am a busy lawyer, who works many hours a day - will I be able to participate in your course program?

QLTT USA course program is tailored especially for busy lawyers who are short of time. It allows for maximum flexibility and may be adapted to the pace and time slots available to you.

### I have a question - whom do I ask?

You may ask our experienced tutors or supportive administration staff any question that you have. They shall endeavor to respond as quickly as possible. You can also bring up your question in the online forum or discuss it with fellow students.

### How do I enroll for the QLTT program?

You may fill-out the enclosed application form or apply online on our website.

### What are the methods of payment for the program?

You may pay by either credit or debit card, banker's draft or via bank transfer.

### Do I have to take all Heads of the test at the same time?

No, you may choose the number of Heads you wish to take at each time.

### When shall I be advised of the results of the test?

Usually, the results are made available and posted to candidates six to eight weeks after the examination.

### What is the pass mark of the test?

The minimum score required to pass a written Head is 50 (out of a possible 100). In addition, you must obtain at least 50% of the marks attributable to the Professional Conduct and Financial Services part of the Professional Conduct and Accounts Head. You may not transfer points from one Head to another.

### If I take more than one Head at one time and unfortunately fail one, will I have to retake all of the Heads?

No, you will be required to re-sit only the specific Head that you have failed.



# Qualified Lawyers Transfer Test Application Form 2008

Once completed, please send your application form with payment to QLTT USA,  
302A West, 12th Street New York, NY 10014 or fax to 1-509-694-5851

## Personal Details

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Gender:  Male  Female

Home address: \_\_\_\_\_  
\_\_\_\_\_

Employer's name and address: \_\_\_\_\_  
\_\_\_\_\_

Daytime tel: \_\_\_\_\_

Mob: \_\_\_\_\_

Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Please send my materials to (signature for receipt is required)

Office  Home

## Certificate of Eligibility

- Please find enclosed my Certificate of Eligibility.  
 I have applied for a Certificate of Eligibility. My application is in process.  
 I have not yet obtained a Certificate of Eligibility. Please send me an application form along with the study pack.

Please note we will reserve candidates a place on the test(s) but cannot process the booking to sit for the test(s) unless we are in receipt of their certificate of eligibility.

## Preparation Program Includes

- > CLT approved distance learning materials (manuals which include law, practice and procedure, case study scenarios, questions and answers, self assessment questions and answers and tutor support), for all three Heads
- > Test fees for all three Heads for one sitting
- > Delivery of course materials (allow for 4-7 business days)

## Test Venues

New York  Los Angeles  Toronto

## Disabilities and Special Needs

I have the following disability or special need and I enclose the necessary supporting medical documents or other evidence:  
\_\_\_\_\_  
\_\_\_\_\_

## Test Dates

Please register me to sit for the following papers:

Head I Property  
 4 March 2008  17 June 2008  4 November 2008

Head II Civil Litigation  
 5 March 2008  18 June 2008  5 November 2008

Head III Professional Conduct and Accounts  
 6 March 2008  19 June 2008  6 November 2008

## Payment Plan (please select one of the following three options)

- \$US 3,400 - including all course materials and enrolment for all three Heads  
 \$US 2,400 - including all course materials for two Heads and enrolment for the respective tests; please tick two of the following boxes:  Property  Professional Conduct and Accounts  Litigation  
 \$US 1,250 - including all course materials for one head and enrolment for the respective test; please tick one box of the following:  Property  Professional Conduct and Accounts  Litigation  
Test enrolment is subject to receipt of the Certificate of Eligibility from the Law Society

## Method of Payment

- Banker's Draft - payable to QLTT USA  
 Bank transfer - please contact us for our banking details  
 Credit/Debit Card - Visa \ MasterCard \ American Express

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Cardholder's name \_\_\_\_\_

Expiry date \_\_\_ / \_\_\_ Security code\* \_\_\_\_\_

Total amount: \_\_\_\_\_

\*The security code is a 3-digit number printed on the back of your card. It appears after and to the right of your card number.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Terms and Conditions

1. QLTT USA reserves the right to cancel, change or defer course materials test dates and venues.
2. You must obtain a Certificate of Eligibility from the Law Society of England and Wales before the date of the test. An application form is enclosed with the study pack. A separate fee for the Certificate of Eligibility of £ 400 is payable directly to the Law Society together with the application form. It is your responsibility to obtain a Certificate of Eligibility from the Law Society. You will not be able to sit for the exams unless you have obtained your certificate.
3. Exams may be deferred once, and only to the next sitting if written confirmation is received 28 days prior to the exams. If a candidate notifies QLTT USA after that date, full fees will be forfeited.
4. Course materials and test fees are non-refundable. Bookings for the exams will not be processed until full payment is received.
5. The copyright of all course materials remains that of CLT. Such materials may not be reproduced whether in whole or in part, by any method whatsoever, without prior permission having been given in writing by CLT.





QLTT USA Inc.

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Los Angeles, CA 90067  
USA

Canada Offices  
5334 Yonge St. , Suite 2116  
Toronto, ON M2N 6V1  
Canada

Europe Offices  
176 Finchley Road, Hampstead  
London NW3 3BT  
UK  
Tel: +44 (0) 870 460 1793  
Fax: +44 (0) 870 460 1792

# QLTT USA

We make it easy to take the QLTT

- > Expertise, experience and professionalism
- > Flexible study programs
- > Comprehensive, specially-written study material
- > Approach incorporating consulting and advising
- > Supportive, dedicated team providing personal attention

and most important: Proven Results!

## What is the next step?

With QLTT USA, the road to enhancing your career options is simple. All you need to do is fill-out the enclosed application form and return it to us by fax or mail.

If you have any further queries,  
please do not hesitate to contact  
our admissions consulting team:  
Tel: 1 800 646 4183  
Fax: 1 509 694 5851  
Email: [info@onewstudies.com](mailto:info@onewstudies.com)