BACKGROUND
Established in 1976, the Certified Paralegal Program is a voluntary national certification program available to paralegals and legal assistants. Through this program, paralegals are able to emphasize their dedication to professional growth by seeking admission to the Certified Paralegal Program and by successfully completing the Certified Paralegal Examination. To maintain the CP credential, all Certified Paralegals must submit evidence of completion of at least 50 hours of continuing legal education, including five hours of legal ethics, every five years.

To be eligible for credit, continuing education programs must be relevant to the work of paralegals. Certified Paralegals may receive credit for attending seminars in the areas of substantive (i.e. mock trial, contract law, torts), legal ethics (as defined as professional code of responsibility), and non-substantive (i.e. office management, computer programs, mediation). A maximum of 10 hours of non-substantive credits may apply toward recertification during a five-year period. Examples of these programs would include seminars on office management, general skills programs on such topics as public speaking, accounting, and computer training. This rule is important to sponsors of educational programs as an explanation of why some Certified Paralegals may receive credit for attending a seminar and others may not.

APPROVED PROGRAMS/SESSIONS MUST MEET THE FOLLOWING QUALIFICATIONS:

▶ Subjects must be relevant to the work of paralegals. Programs/sessions will be awarded substantive, non-substantive, or legal ethics credits based on the three learning objectives submitted on the application.

▶ Faculties should include attorneys, paralegals, and/or attorney/paralegal teams.

▶ Seminar programs which require analysis and interpretation of the law by the speakers must feature an attorney as the presenter or one of the presenters. This rule applies to both the presentation of the seminar itself and the analysis and study required to prepare for the session.

▶ Methods of presentation must meet the specifications of the Americans with Disabilities Act.

TIMING
Submit your application at least three weeks prior to your educational program. You may submit your application by fax: 918-582-6772, or email: cle@nala.org, to begin the process.

ACKNOWLEDGMENT
NALA will respond to your CLE request by returning this completed form. The acknowledgment will describe whether the seminar has been approved for credit for substantive, non-substantive, or legal ethics credit. Please see paragraph two under Background for further explanation.

APPROVAL OF PROGRAM/SESSION
A request form must be submitted for each individual event. An event can include multiple sessions during the event. Approval must be granted before the publishing of promotional CLE materials. Approval is for the individual program/session, not for the organization or sponsors. If the same program/session is offered in numerous locations with the same schedule and speakers, approval will extend to the other locations for the additional dates. A Certified Paralegal may receive credit for attending a seminar that has not been approved in advance by NALA through this process, provided the program meets the requirements of the NALA Certifying Board.
REQUEST FORM FOR APPROVAL OF CLE PROGRAM CREDIT

Company Name: ________________________________________________
Contact Person: ________________________________________________
Address: ______________________________________________________
City: ______________________ State: __________________________ Zip: ______
Phone: ______________ Email: _________________________________
URL for this specific program/course: ____________________________
Cost to attend program/course: _________________________________

DESCRIPTION OF PROGRAM OR SESSION (ATTACH ADDITIONAL PAGES IF NECESSARY)

☐ Program with multiple sessions  ☐ Single session
Category (Specialty practice area - list two maximum): __________________________
Title: ____________________________
Date: ____________________________
Location: ____________________________  ☐ ONLINE
Speaker: ____________________________ CLE Hours: __________________
List three learning objectives:
1. ____________________________________________________________
2. ____________________________________________________________
3. ____________________________________________________________

DESCRIPTION OF PROGRAM OR SESSION (ATTACH ADDITIONAL PAGES IF NECESSARY)

☐ Program with multiple sessions  ☐ Single session
Category (Specialty practice area - list two maximum): __________________________
Title: ____________________________
Date: ____________________________
Location: ____________________________  ☐ ONLINE
Speaker: ____________________________ CLE Hours: __________________
List three learning objectives:
1. ____________________________________________________________
2. ____________________________________________________________
3. ____________________________________________________________

BILLING INFORMATION
Fee: $50.00 per request
Method of Payment: ☐ Check (enclosed)  ☐ Credit Card
Name on Card: __________________________________________
Card Number: __________________________ Expiration Date: __________
Billing Address: ____________________________________________ State: __________ Zip: ______

Having read and understood the requirements to be met for this program/session to qualify for CLE credit for Certified Paralegals, I submit this application for approval:

Signature: __________________________________ Date: __________

TO BE COMPLETED BY NALA:

☐ Approval is awarded for the above described program.
   Maximum number of qualified CLE hours total: __________ Distributed into the following categories:
   Substantive CLE hours: __________ Legal Ethics CLE hours: __________ Non-substantive CLE hours: __________
☐ Approval is not awarded. Please refer to the enclosed letter.

Signature: __________________________________ Date: __________