

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. _____

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Speaker: _____ CLE Hours: _____

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1. _____
2. _____
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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: _____