Continuing Legal Education (CLE) Classification

Certified Paralegals must complete a total of 50 hours of continuing legal education (CLE) programs, including a minimum of five hours of legal ethics and not more than 10 hours of non-substantive, during each five-year recertification period.

All CLE for the recertification period must be entered into the NALA system prior to the certification expiration date. For instructions, click here.

Below are examples of the three CLE categories that are required to maintain the CP/ACP credential:

**Substantive Law Credit**

Generally, programs that are from reputable companies, feature attorneys or attorney/paralegal teams, and are on subjects that are of a substantive nature will qualify for CLE credit.

1. Admiralty Law
2. Adoption & Surrogacy
3. Advertising
4. Agricultural Law
5. Antitrust/Unfair Competition
6. Alternative Dispute Resolution (ADR)/Arbitration/Mediation
7. Aviation/Aerospace
8. Banking/Financial Services
9. Bankruptcy
10. Biotechnology
11. Constitutional Law
12. Construction
13. Consumer/Consumer Protection
14. Contracts/Commercial Law
15. Corporations/Business Entities
16. Criminal Law
17. Cybersecurity
18. Data Privacy
19. Debtor/Creditor/Collections
20. Disability/SSDI Claims
21. Drug/Pharmaceutical
22. Elder Law/Nursing Home
23. Employment/Labor
24. Energy/Natural Resources
25. Entertainment
26. Environmental Law
27. Family Law
28. Food Handling/Safety
29. Franchises/Franchising
30. Gaming Law
31. Gambling & Sweepstakes
32. Government Contracts
33. Guardianships/Conservatorships
34. Gun Laws
35. Healthcare/Medical
36. Hospitality Law
37. Immigration
38. Information Governance
39. Insurance Law/Insurance Coverage
40. International Law/Trade
41. Internet/E-Commerce
42. Intellectual Property
   (patents/trademarks/copyrights)
43. Land Use
44. Law Enforcement
45. Legal Research & Writing
46. Licensed Paralegal
   Practitioner/Licensed
   Paralegal/Limited Licensed Legal
   Professional
47. Libel/Slander/Defamation
48. Liquor Licensing/Liability
49. Litigation
50. Loans/Secured Transactions
51. Lobbying/Elections & Political Law
52. Marijuana/Cannabis Law
53. Maritime Law
54. Media Law
55. Medical Liens
56. Medical Malpractice
57. Medicare/Social Security
58. Mergers & Acquisitions
59. Money Laundering
60. Privacy Law (e.g., GDPR, CCPA,
   CPRA, state-specific data privacy
   regulations, etc.)
61. Probate/Wills/Estates/Trusts
62. Real Estate/Property - Residential
63. Real Estate/Property - Commercial
64. Regulatory/Compliance
65. Securities/Corporate Finance
66. Sports Law
67. Subpoenas/Warrants
68. Tax
69. Technology** (see note below)
70. Telecommunications
71. Torts/Liability
72. Toxic Torts
73. Transportation/Logistics
74. U.S. Legal System
75. Utility Law
76. Veterans Legal Issues
77. White Collar Crime
78. Workers’ Compensation
79. Workplace
   Harassment/Discrimination
80. Zoning/Land Use

**Non-Substantive Credit**

Non-substantive credit is law office management, computer programs or applications, communications, office technology, self-help, mental health, or prevention of substance abuse courses. (Up to 10 hours of non-substantive credit per term is allowed for recertification purposes.)

1. Law office management
2. Document management
3. Self-improvement and self-care
4. Professionalism
5. Paralegal certification
6. Mental/emotional health
7. Internet investigation
8. Personal branding
9. LinkedIn and social media presence
10. DEI
11. Software demonstrations
12. Career path

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1 Substantive litigation topics include but are not limited to: discovery, e-discovery, trial practice, motion practice, appeals, working with judges and court personnel, depositions, subpoenas, mock trials, remote court proceedings, mediation, settlement strategy, crime scene investigations.
Legal Ethics Credit

Legal ethics presentations must incorporate one or more elements of the NALA Code of Ethics, the American Bar Association (ABA) Model Rules of Professional Conduct, or the equivalent code of a specific state.

1. Unauthorized practice of law (UPL)
2. Working under the supervision of an attorney; responsibilities as a nonlawyer (ABA Model Rule 5.3)
3. Ethical issues related to working as a freelance paralegal
4. Conflicts of interest
5. Confidentiality; privilege
6. Ethical issues related to pro bono services and public service
7. Solicitation of clients
8. Attorney misconduct and disciplinary proceedings
9. Ethics for limited licensed paralegals/legal professionals

**Technology Presentations:**

To qualify for substantive credit, technology presentations must include content regarding laws or procedural rules about data or technology. Examples: cybersecurity, e-discovery, data privacy, litigation holds.

Examples of non-substantive technology presentations: technology for the law office, presentations of specific software by a vendor or provider, Word/Excel/PowerPoint/Outlook tips and tricks, remote notary software, managing your inbox, social media/internet investigation, apps for trial practice.

If you have any questions or concerns, please contact us at 918-587-6828 or cle@nala.org.