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## 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

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|---|---|
| 40. International Law/Trade   | 60. Privacy Law (e.g., GDPR, CCPA, CPRA, state-specific data privacy regulations, etc.) |
| 41. Internet/E-Commerce   | 61. Probate/Wills/Estates/Trusts  |
| 42. Intellectual Property<br>(patents/trademarks/copyrights)  | 62. Real Estate/Property - Residential  |
| 43. Land Use  | 63. Real Estate/Property - Commercial   |
| 44. Law Enforcement   | 64. Regulatory/Compliance   |
| 45. Legal Research & Writing  | 65. Securities/Corporate Finance  |
| 46. Licensed Paralegal<br>Practitioner/Licensed<br>Paralegal/Limited Licensed Legal<br>Professional | 66. Sports Law  |
| 47. Libel/Slander/Defamation  | 67. Subpoenas/Warrants  |
| 48. Liquor Licensing/Liability  | 68. Tax   |
| 49. Litigation <sup>1</sup>   | 69. Technology** (see note below)   |
| 50. Loans/Secured Transactions  | 70. Telecommunications  |
| 51. Lobbying/Elections & Political Law  | 71. Torts/Liability   |
| 52. Marijuana/Cannabis Law  | 72. Toxic Torts   |
| 53. Maritime Law  | 73. Transportation/Logistics  |
| 54. Media Law   | 74. U.S. Legal System   |
| 55. Medical Liens   | 75. Utility Law   |
| 56. Medical Malpractice   | 76. Veterans Legal Issues   |
| 57. Medicare/Social Security  | 77. White Collar Crime  |
| 58. Mergers & Acquisitions  | 78. Workers' Compensation   |
| 59. Money Laundering  | 79. Workplace<br>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.)

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|-----------------------------------|---|
| 1. Law office management          | 8. Personal branding  |
| 2. Document management            | 9. LinkedIn and social media presence                                   |
| 3. Self-improvement and self-care | 10. DEI   |
| 4. Professionalism                | 11. Software demonstrations   |
| 5. Paralegal certification        | 12. Career path   |
| 6. Mental/emotional health        | 13. Disaster and Emergency Response<br>training (5-hour limit per term) |
| 7. Internet investigation         |   |

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<sup>1</sup> 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](mailto:cle@nala.org).