

Continuing Legal Education (CLE) Classification Guide

Certified Paralegals (CPs) must complete a total of 50 hours of continuing legal education (CLE) programs, including a minimum of five (5) hours of legal ethics, during each five-year certification period. A maximum of 10 hours of non-substantive and three (3) hours of technology credits is permitted during each five-year certification period. Whether a program qualifies for substantive, non-substantive, legal ethics, or technology credit is at the discretion of the NALA Certifying Board and is independent of any classification by the program presenter or sponsor.

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 CLE categories required to maintain the CP® credential:

Substantive Law Credit

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

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| 1. Admiralty Law | 20. Disability/SSDI Claims |
| 2. Adoption & Surrogacy | 21. Drug/Pharmaceutical |
| 3. Advertising | 22. Elder Law/Nursing Home |
| 4. Agricultural Law | 23. Employment/Labor |
| 5. Antitrust/Unfair Competition | 24. Energy/Natural Resources |
| 6. Alternative Dispute Resolution (ADR)/Arbitration/Mediation | 25. Entertainment |
| 7. Aviation/Aerospace | 26. Environmental Law |
| 8. Banking/Financial Services | 27. Family Law |
| 9. Bankruptcy | 28. Food Handling/Safety |
| 10. Biotechnology | 29. Franchises/Franchising |
| 11. Constitutional Law | 30. Gaming Law |
| 12. Construction | 31. Gambling & Sweepstakes |
| 13. Consumer/Consumer Protection | 32. Government Contracts |
| 14. Contracts/Commercial Law | 33. Guardianships/Conservatorships |
| 15. Corporations/Business Entities | 34. Gun Laws |
| 16. Criminal Law | 35. Healthcare/Medical |
| 17. Cybersecurity | 36. Hospitality Law |
| 18. Data Privacy | 37. Immigration |
| 19. Debtor/Creditor/Collections | 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
(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
Practitioner/Licensed
Paralegal/Limited Licensed Legal
Professional | 66. Sports Law |
| 47. Libel/Slander/Defamation | 67. Subpoenas/Warrants |
| 48. Liquor Licensing/Liability | 68. Tax |
| 49. Litigation ¹ | 69. Technology ² |
| 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
Harassment/Discrimination |
| | 80. Zoning/Land Use |

Non-Substantive Credit

Non-substantive credit is awarded for programs related to the delivery of legal services, such as law office management, demonstrations of computer programs or applications, communications, 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. Your LinkedIn and social media presence |
| 3. Self-improvement and self-care | 10. Diversity, Equity, and Inclusion topics |
| 4. Professionalism | 11. Software demonstrations |
| 5. Paralegal certification | 12. Career path |
| 6. Mental/emotional health or prevention of substance abuse | 13. Managing your inbox (email) |
| 7. Internet and social media investigation | 14. Disaster and Emergency Response training |

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 or US territory.

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
10. Ethical issues related to the use of artificial intelligence (AI) in the delivery of legal services
11. Ethics of law firm cyber security and data privacy

Technology Credit

Technology credit may be given for presentations related to the application or use of technology in the delivery of legal services, not to exceed three (3) hours of credit per certification term.

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

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

² Presentations and seminars that relate to technology *law* will be considered substantive law credit. Examples: data privacy laws, cyber security law, e-discovery rules and laws, litigation and legal holds, electronic copyright infringement, electronic communication laws, software licensing, legal data intelligence, and digital rights management.