

PREPARING STUDENTS FOR GRADUATION & BEYOND

OPPORTUNITIES FOR PROFESSIONAL
DEVELOPMENT AND WORKFORCE READINESS

American Association for Paralegal Education (AAfPE)
October 13, 2022

Welcome!

Please take our one-question survey before the session begins.

Scan the QR Code

OR

go to [Slido.com](https://www.slido.com) and enter code

#1990683



INTRODUCTIONS

Paralegal Educators & Paralegal Credentialed

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OBJECTIVES

1

To examine the benefits of certification and professional development as graduates enter the legal field

2

To review sample curricula and resources for educators to empower students in their learning and career journey beyond paralegal programs

OBJECTIVES

3

To prepare students for a career as a professional paralegal

4

To explore how to proactively prepare for the evolving delivery of legal services and licensed legal paraprofessional programs

POLL QUESTION

When during your program do you start talking to your students about certification or credentialing?

- At the beginning of your program
- Throughout your program
- Just prior to graduation
- Not at all
- I need to know more




POLL RESULTS



BENEFITS OF CERTIFICATION

For the paralegal:

- Demonstrates core competencies
- Establishes professional credibility
- Enhances marketability
- Encourages advancement/promotion
- Gains new skills and knowledge
- Increases salary/wage
- Creates the mindset of lifelong learning
- Provides insight into "where you stand" in the field



Voluntary certification
is often seen
as evidence of an
individual's personal
drive and motivation
(work ethic)

BENEFITS OF CERTIFICATION

For the field and employers:

- Promotes professionalism and credibility
 - in the field
 - in the firm/department
- Reduces risk/liability of supervising attorneys
- Raises paralegal billing rates
- Increases recoverable fees (*Richlin v. Chertoff; Missouri v. Jenkins*)
- Informs educational institutions



MYTH OR FACT



**A Certificate is
the same as
being Certified.**

MYTH OR FACT

MYTH!

MYTH OR FACT



**Paralegal
Credentials
lead to higher
salary.**

MYTH OR FACT

FACT!

MYTH OR FACT



**Credentialed
paralegals
don't have to
meet CLE
requirements.**

MYTH OR FACT

MYTH!

MYTH OR FACT



**Credentialed
paralegals
meet standard
industry
competencies.**

MYTH OR FACT

FACT!

MYTH OR FACT



The paralegal field is growing at a higher average rate than other fields.

MYTH OR FACT

FACT!

National Paralegal Credentials

Prepared for AAFPE 2022 Conference
Presentation by NALA

NATIONAL PARALEGAL CREDENTIALS

HANDOUT

Credential	Certified Paralegal (CP)	Paralegal CORE Competency Exam (CRP)	Professional Paralegal (PP)
Administering Agency	NALA - The Paralegal Association Exam Established 1976 <i>Recipients</i> 6,872 current / 20,729 total	National Federation of Paralegal Associations Exam Established 2011 <i>Recipients</i> 801 current	National Association of Legal Support Professionals Exam Established 2004 <i>Recipients</i> 248 current
Eligibility			
Paralegal Program Completion	✓ Bachelor's or Associate's	✓ Bachelor's or Associate's	✓ Bachelor's or Associate's
Paralegal Certificate	✓ at least 60 hours, 15 in legal	✓ 1 year exp. AND 6 CLE	✓ at least 60 hours, 15 in legal
Bachelor's (any subject) - with Work Experience or Paralegal Credit Hours	✓ 1 year exp. or 15 hours legal	✓ 6 mos. exp. OR paralegal certificate	✓ 1 year exp.
Associate's (any subject) -with Work Experience or Paralegal Credit Hours		✓ 1 year exp. or paralegal certificate	
Diploma with Years of Experience and CLEs	✓ 7 years exp. AND 20 CLE	✓ 5 years exp. and 12 CLE	✓ 5 years exp.
Content Covered	States Legal System Civil Litigation Contracts Corporate/ Commercial Law Criminal Law & Procedure Estate Planning & Probate Real Estate & Property Torts Professional and Ethical Responsibility Writing Critical Thinking	<u>Prep Course Covers:</u> Ethics Communication & Exchange/Gather Information Analysis & Organization of Information Federal Court & Agency Rules Paralegal's Role in Legal Proceedings Administrative & Office Skills Legal Research Letter & Memo Formats	Advanced Legal Procedures, Accounting, & Technology Advanced Legal Ethics Advanced Substantive Law
Exam Format	120 Multiple Choice Questions Written Case Analysis	125 Multiple Choice Questions	Multiple Choice Questions - Four Sections as listed above
Re-Credentialing			
Frequency	5 Years	2 years	5 years
Totals CLEs	50 CLEs	8 CLEs	75 CLEs
Legal Ethics	5 CLEs		5 CLEs
Substantive	35 CLE (min)	8 CLEs	50 CLEs
Non-substantive	no more than 10 CLEs		no more than 20 CLEs
Advanced Certification	ACP in 12 practice Areas	PACE(RP) - test after meet experience requirements	N/A
Information gathered from publicly available information provided on each administering agency's website. © 2022 NALA - The Paralegal Association			

USING A CERTIFICATION EXAM AS A CAPSTONE



USING A CERTIFICATION AS A CAPSTONE

AAfPE Informal Survey Results

(16 respondents, all ABA-approved programs)

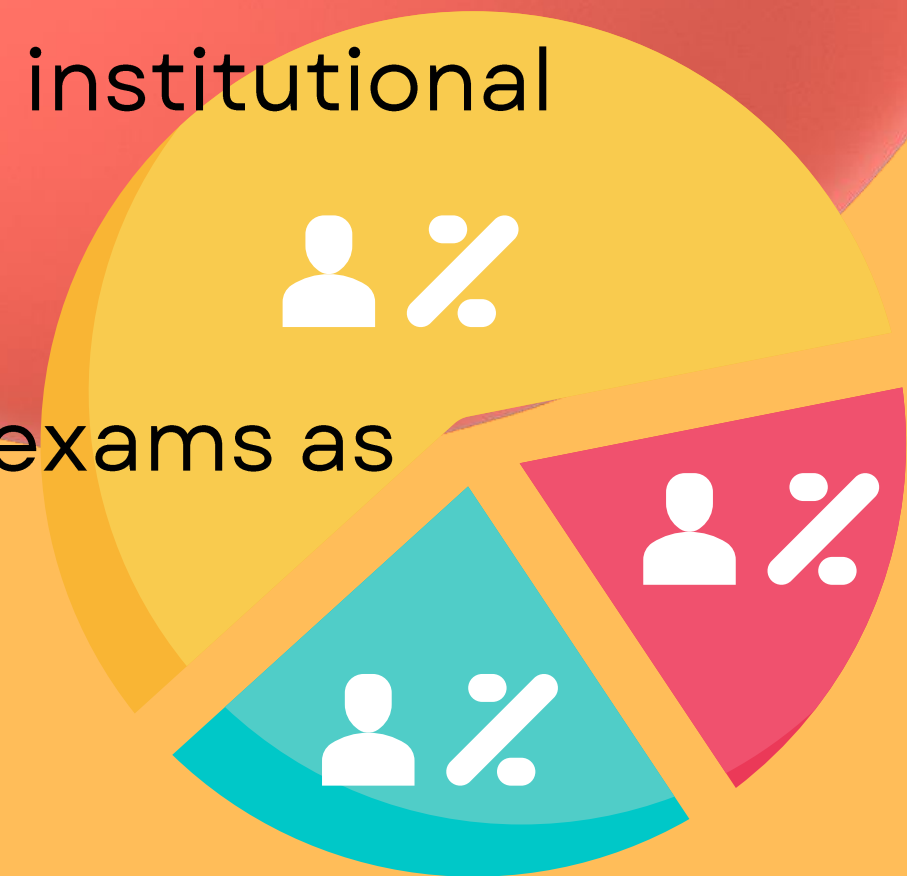
Certification Exam	Other Test Base on Certification Exam	CP Review Course (Not Capstone)	Encourage State/National Certification (Not Capstone)
2 Programs	2 Programs	1 Program	1 Program



USING A CERTIFICATION AS A CAPSTONE

AAfPE Informal Survey Results cont.

- 37.5% would consider a certification exam to meet ABA or institutional assessment measures
- 64% are interested in their curriculum using certification exams as capstone or prep course

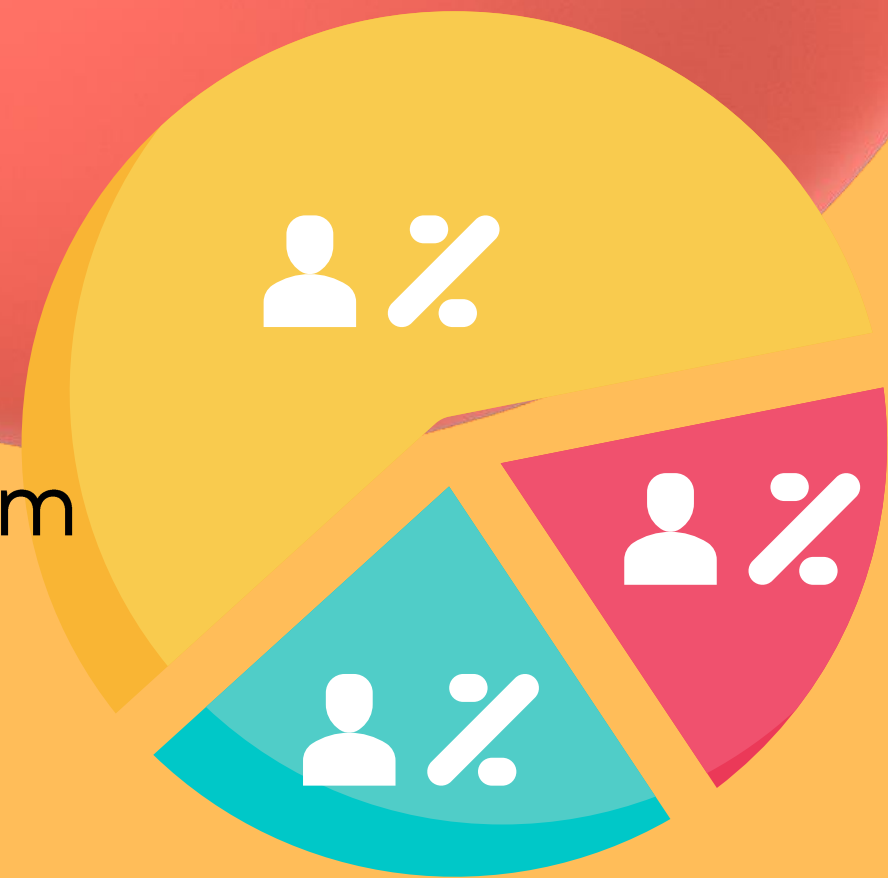


USING A CERTIFICATION AS A CAPSTONE

AAfPE Informal Survey Results cont.

Respondents Concerns:

- Advisory Board support
- Ability to support capstone and internship in small program
- Community recognition of benefits of certification



USING A CERTIFICATION AS A CAPSTONE

Assessment tool for ABA approval

- Demonstrates program goals and objectives
- Demonstrates student learning
- Quality of instrument and methodology
- Pass rate can inform curricular changes
- Can be combined with graduate and employer input

USING A CERTIFICATION AS A CAPSTONE

Assessment tool for institutional accreditation

- Establishes specific and measurable standards
- Can be combined with other assessment tools
- Certification of tangible proof that the graduate is qualified and competent
- May be the basis for paraprofessional licensure in addition to an educational program

CREATING A PARALEGAL CERTIFICATION EXAM REVIEW COURSE



College of the Canyons, Los Angeles County, CA
Case Study, NALA Certified Paralegal (CP) Exam

GETTING STARTED



**Needs
Assessment**



Research

BLUEPRINT

- Advisory Board Needs
- Department Needs
- Provide Data
- Curriculum Committee



BLUEPRINT - PREPARE COURSE PROPOSAL

When preparing a course proposal to Curriculum Committee:

- Include as a New Course - Professional Development or Short-term Vocational
- Include in Capstone Course in Paralegal Studies



BLUEPRINT - CREATING A PARALEGAL CERTIFICATION EXAM REVIEW COURSE

This example is for the NALA CP Exam

- Course description
- Program Student Learning Outcomes (SLO)
- Course objectives
- Course outline



BLUEPRINT - CREATING A PARALEGAL CERTIFICATION EXAM REVIEW COURSE

Courses: Test Preparation for NALA CP Exam

- Knowledge Section - 10 Weeks
- Skills Section - 8 Weeks
- CA Residents - Free
- Non-Residents - Nominal Fee, not to exceed \$100



BLUEPRINT - CREATING A PARALEGAL CERTIFICATION EXAM REVIEW COURSE

Courses: Test Preparation for NALA CP Exam, cont.

- Instructor - NALA Advanced Certified Paralegal (ACP)
- Paralegal Associations or Paralegal Clubs
 - Form study groups
 - Join guided study groups
 - Courses Begin in 2023



INCORPORATING CERTIFICATION EXAM FUNDAMENTALS INTO CURRENT CURRICULUM



CRITICAL THINKING, LEGAL ANALYSIS, & APPLICATION OF LAW IN MOTION PRACTICE



Critical Thinking



Legal Analysis



Application

INCORPORATING CERTIFICATION EXAM FUNDAMENTALS INTO CURRENT CURRICULUM

Lesson focuses on:

- Critical thinking (what issue(s), facts, law, or evidence is relevant)
- Legal analysis (what law supports your position or defeats the opponent's claims)
- Application of the law (using the law to support your position)

INCORPORATING CERTIFICATION EXAM FUNDAMENTALS INTO CURRENT CURRICULUM

2nd Week Project Example, Lecture Notes

- Discuss facts and motion to vacate. What law is movant using to support his position?
- Identify the issues presented in the motion related to Improper Service? Lack of notice? Type of hearing? Others?

INCORPORATING CERTIFICATION EXAM FUNDAMENTALS INTO CURRENT CURRICULUM

3rd Week Project Example, Lecture Notes cont.

- Brainstorm and outline how to address issues in opposition.
- What is the main issue for the opposition? (Whether a motion to modify a new claim)
- What are the collateral issues? (Proper service of motion to modify, no basis to set aside under CR 60(b), unopposed motion is not a default)

INCORPORATING CERTIFICATION EXAM FUNDAMENTALS INTO CURRENT CURRICULUM

4th Week Project Example, Lecture Notes cont.

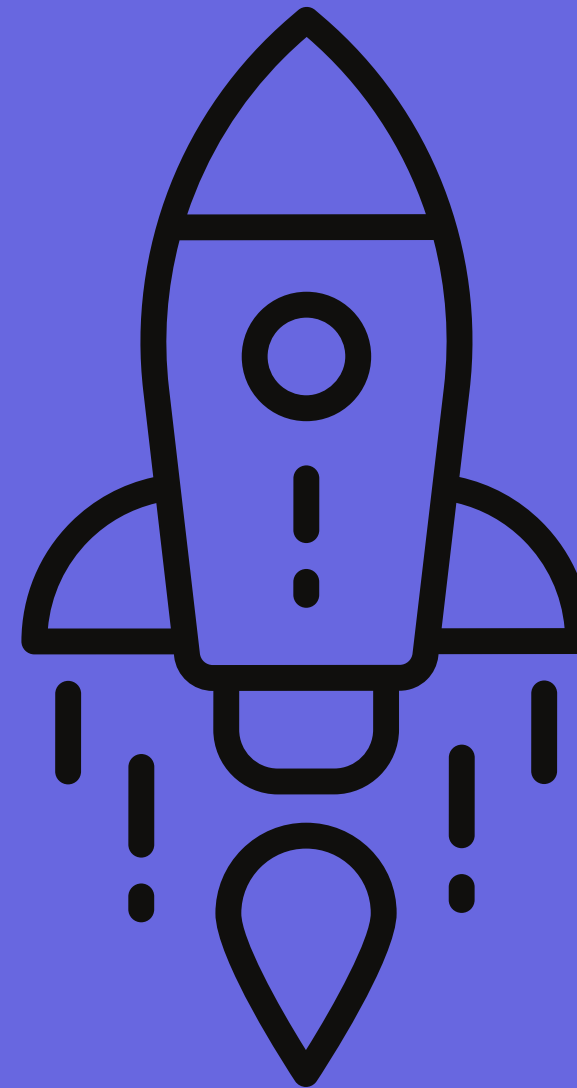
- Discuss how these issues should be presented in opposition
- Discuss how to deal with movant's contradictory statements
- Discuss the law that supports issues for opposition
- Peer review draft oppositions

**ACCESS TO JUSTICE
LIMITED LICENSE LEGAL
PARAPROFESSIONAL
PROGRAMS**



FUTURE ROADMAP

**Time to explore and
proactively prepare!**



Qualifications and Certifications

What do I need to know?

Access to justice

**Current trends and
movements**

**National repositories &
resources**

ARIZONA

Limited License Legal Paraprofessional Programs

Arizona Legal Paraprofessional (LP)

- AZ Paralegal Educational Requirements
- Areas of Practice
 - Family Law
 - Limited Jurisdiction
 - Administrative Law



UTAH

Limited License Legal Paraprofessional Programs

Utah Licensed Paralegal Practitioner (LPP)

- UT Paralegal Educational Requirements
 - Obtained CP, RP/CRP, or CLA credential
- Areas of Practice
 - Limited Family Law
 - Forcible Entry and Detainer
 - Debt Collection



OREGON

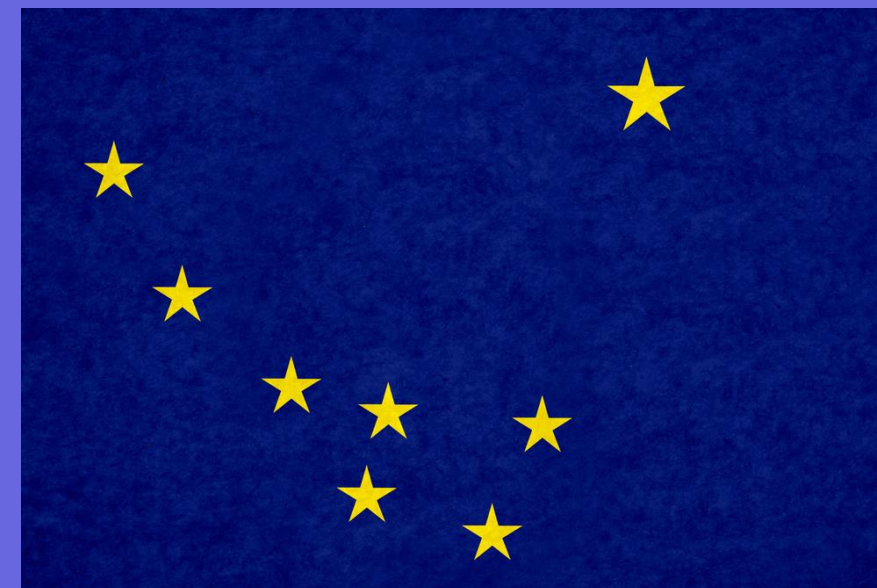
Limited License Legal Paraprofessional Programs

Oregon Paraprofessional

- OR Paralegal Educational Requirements
 - Educational Waiver - CP, RP, or CRP credentials
- Areas of Practice
 - Landlord Tenant
 - Family Law



ALASKA

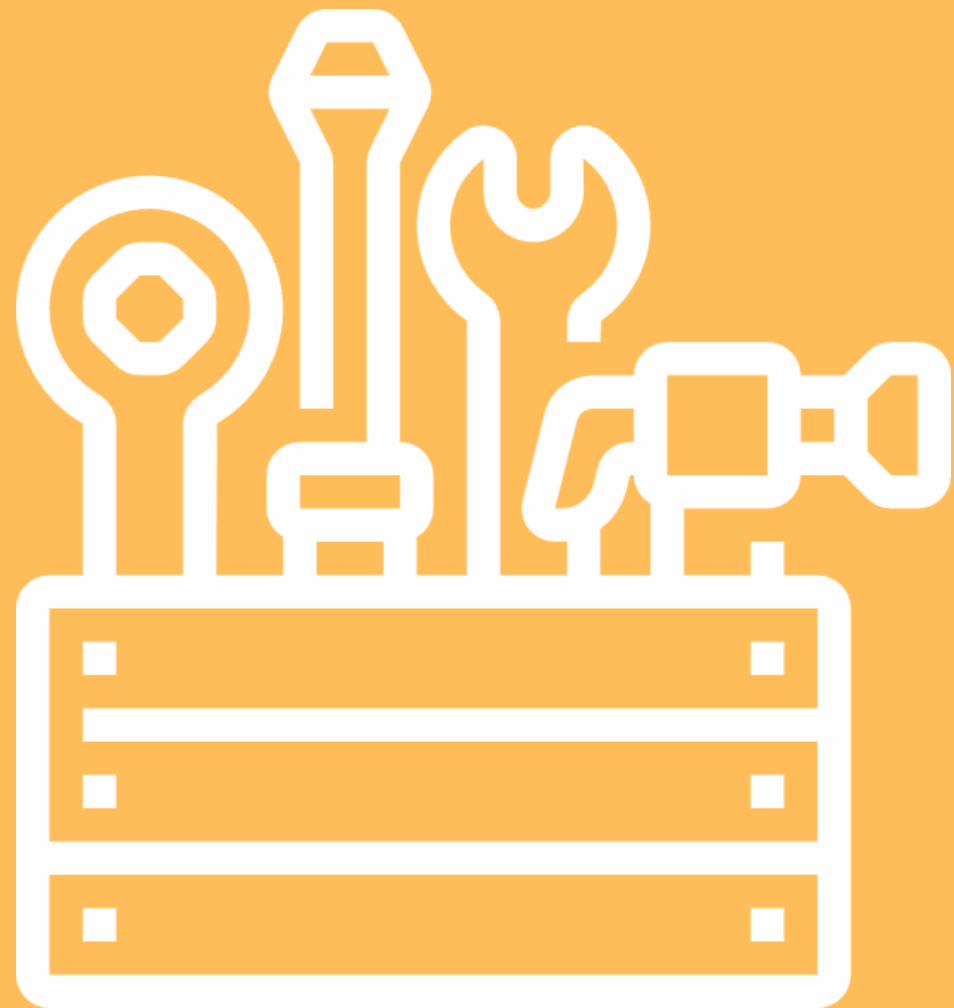


Limited License Legal Paraprofessional Programs

Alaska Community Justice Workers (CJW)

- Proposed Bare Rule 43.5
 - Limited waiver to provide legal advice to residents in rural and remote communities
- CJWs must be trained and mentored by ALSC
- CJWs must be employed or volunteering with ALSC
- Area of Service
 - Draft letters, provide legal information, and advocate for consumers in administrative proceedings

PARALEGAL EDUCATOR RESOURCES



RESOURCES



YOUR ONE STOP

The screenshot shows the NALA website header with the logo and navigation menu: Home, Paralegal Info, Certification, Education, Affiliates, About, and Membership. A dropdown menu under Education is open, showing "Paralegal Educators" and "NALA Conference...". Below the navigation is a banner for "Paralegal Educators - Coming Soon" with the text "NALA Makes it Easy for Educators to Access Resources that take Students to the Next Level." Below the banner are three cards: "CP Prep" (Find tools to successfully prep your students to become a nationally recognized Certified Paralegal.), "Curriculum Resources" (Take your courses to the next level by accessing premium resources.), and "Presentations" (Build course work around in-depth presentations from top notch speakers and industry leaders.).

- CP Prep
- Curriculum Resources
- Presentations & Panel Discussions
- Paralegal Brief
- Studies & Surveys

The screenshot shows the Paralegal Brief website header with the logo and tagline "Expert insights. Personalized for you." and the NALA logo. Below the header is a navigation menu: Topics, Resources, Learn More, What's This?, and a search icon. Below the navigation is a section for "Trending Articles" with two articles: "Granting legal rights to non-human entities would help tackle climate change, the Law Society reports" and "Trial Notebook to the Rescue" (Paralegal Bootcamp, OCTOBER 6, 2022). To the right of the articles is a newsletter sign-up box with the text "Join 123,000+ Insiders" and "Sign Up for our Newsletter". Below the sign-up box is a "Trending Sources" link.

AAfPE Conference 2022

SOCIAL NETWORKING

Hosted by NALA

- LinkedIn National Group for Paralegal Educators - Launched Today
- NALA Commons
- NALA 2023 Conference & Expo – Boston 2023
- Live Stream Virtual Events



QUESTIONS?

THANK YOU!