

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.

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.
- ▶ Faculty 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 legal education, non-substantive education, 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.

ONLINE CLE CALENDAR LISTING OPTION

The NALA website offers a calendar of continuing legal education programs. Programs eligible to be included on this directory are programs sponsored by NALA, NALA Affiliated Associations, and programs that have received pre-approval for CLE credit by the NALA Certifying Board. If your form is submitted in time, and you wish to include this program on the CLE Calendar, please check the option on the form.

REQUEST FORM FOR APPROVAL OF CLE PROGRAM CREDIT

Affiliated Association 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. _____

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. _____

AFFILIATED ASSOCIATION AGREEMENT

Having read and understood the requirements to be met for this program/course to qualify for CLE credit for Certified Paralegals, I submit this application for approval:

Signature: _____ **Date:** _____

Add program/session to the CLE Offerings calendar located on NALA website.

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: _____

NALA AFFILIATED ASSOCIATION LOGO AND STATEMENT GUIDELINES

The purpose of this document is to establish the proper usage for the NALA Affiliated Association logo and NALA statement. Proper use of the NALA Affiliated Associations logo and accompanying language is a requirement and is essential for consistent communications. NALA Affiliated Associations should use this fact sheet as a reference when producing promotional materials.

NALA AFFILIATED ASSOCIATION LOGO AND VARIATIONS

There are only three acceptable versions for the logo. Any changes to the logo colors, format, etc., is not permitted. For example: the logo may not be printed in alternative colors to match color schemes of an association's brochure.

FULL COLOR LOGO



This is the main logo that should be used when necessary.

BLACK LOGO



This logo can be used only when the main logo is not aesthetically feasible. This logo should appear on very light background colors.

WHITE LOGO



This logo can be used only when the main logo is not aesthetically feasible. This logo should appear on very dark background colors.

The NALA Affiliated Association logo is presented with a transparent background which comes in a .PNG file format. However, if you require a different file format such as a .JPG, .JPEG, .EPS or need a white or black background behind the logo, please email affiliates@nala.org.

DEFINITION OF PROMOTIONAL MATERIALS

The NALA Affiliated Association logo and NALA statement must be represented correctly in all promotional materials. Promotional materials consist of any type of printed or electronic communication that provides course information to prospective course participants.

Examples include:

- Brochures
- Websites
- Course Catalogues
- Emails
- Pamphlets/Flyers
- Letters

NALA AFFILIATED ASSOCIATION LOGO USE FOR WEBSITES

Your affiliated association may use a free-standing NALA Affiliated Association logo on your affiliated association's website. You may only use the approved NALA Affiliated Association logo. To obtain the downloadable logo for your affiliated association, please contact NALA Affiliated Associations MSR, Mary Carwile, at affiliates@nala.org.

NALA AFFILIATED ASSOCIATION LOGO AND NALA STATEMENT USE FOR CLE PROMOTIONAL MATERIALS

Once it is determined that the NALA Affiliated Association seminar meets the requirements of the Certifying Board, the NALA statement must be used in its entirety and without alteration in promotional and other materials distributed to prospective course participants:

"This seminar meets the requirements of the NALA Certifying Board for continuing legal education credit required to maintain the CP (Certified Paralegal) credential."

Authorization from the NALA Certifying Board is required to use the above statement. Reproduction of the NALA, CP, or ACP logos is not permitted.

All promotional materials are required to contain the statement. It is not required to use both the NALA Affiliated Association logo and the statement but is advised. If using both, the statement must be located next to the NALA Affiliated logo in all affiliated association promotional materials advertising CLE credit approved by NALA.