



**THE ASSOCIATION OF  
LEGAL ASSISTANTS • PARALEGALS**  
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[www.nala.org](http://www.nala.org)  
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**Continuing Education**

Request for Approval of Credit  
Of Continuing Legal Educational Programs  
For Certified Paralegals

Sponsor:

Contact:

Address:

City:

State:

ZIP:

Phone:

Fax:

E-mail:

Web address/link for this specific program:

**Description of Program**

Category (Specialty practice area – list two maximum):

Title:

Date:

Location:

Is the location accessible to the physical challenged?  Yes  No

Other dates and locations at which the seminar will be held:

**Please Complete the Additional Session Descriptions on the Next Page**

**To be completed by Seminar Sponsor:**

Having read and understood the requirements to be met in order for this seminar to qualify for CLE credit for Certified Paralegals, I submit this application for approval:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Method of payment:

Check (enclosed)

Credit Card – Card Number:

\_\_\_\_\_  
Name on Card

\_\_\_\_\_  
Expiration Date: \_\_\_\_\_

**To be completed by NALA Headquarters:**

Approval is awarded for the above described program. Language advising this program has met the requirements of the Certifying Board for Paralegals may appear on promotional literature describing this program.

Maximum number of CLE hours available: \_\_\_\_\_

Maximum number of hours includes:

\_\_\_\_\_ Ethics hours \_\_\_\_\_ Non-substantive hours

Approval is not awarded. Please refer to the enclosed letter.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Fees: (Waived for NALA Affiliated Associations)**

- \$50 Standard Application Fee     \$100 with on-line calendar listing

**See the instructions accompanying this form for further details.**

**Session Descriptions**  
(for each workshop/seminar session – attach separate pages if necessary)

Title:

a. Speaker:

b. Time:

c. List three learning objectives:

1.

2.

3.

Title

a. Speaker:

b. Time:

c. List three learning objectives:

1.

2.

3.

Title:

a. Speaker:

b. Time:

c. List three learning objectives:

1.

2.

3.

Title:

a. Speaker:

b. Time:

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1.

2.

3.

Title:

a. Speaker:

b. Time:

c. List three learning objectives:

1.

2.

3.

**Request for Approval of Credit  
Continuing Legal Educational Programs  
For Certified Paralegals  
Instructions to Seminar Sponsors**

<b>Background</b>	<p>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. As of February 2011, there are over 16,000 paralegals in the nation with the CP or CLA credential. To maintain the CP credential, all Certified Paralegals must submit evidence of completion of at least fifty (50) hours of continuing legal education, including five hours of legal ethics, every five years.</p> <p>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 areas other than substantive law (non-substantive education), up to a maximum credit of 10 hours during any five-year period. Examples of these programs would include seminars on office management, general skills programs on such topics as public speaking, accounting and computer training. This rule is important to sponsors of educational programs as an explanation of why some Certified Paralegals may receive credit for attending a seminar and others may not.</p>
<b>Qualifications</b>	<p>Approved programs must meet the following qualifications:</p> <ul style="list-style-type: none"> <li>• Subjects must be relevant to the work of paralegals. Sessions covering such topics as federal or state rules, ethics, substantive areas of the law (e.g., torts, estate planning, family law, etc.) and procedures may qualify, provided the seminar meets other qualifications outlined below.</li> <li>• Faculty may include attorneys, paralegals, and/or attorney/paralegal teams.</li> <li>• 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.</li> </ul>
<b>Course Length and Calculation of Credit Hours</b>	<p>In support of the efforts of local paralegal organizations that hold regular luncheon meetings, the Certifying Board will grant CLE credit for a qualified educational program offered during a luncheon meeting, provided the educational portion of the program is a minimum of 50 minutes long. One hour of credit will be awarded.</p> <p>For all other CLE programs, CLE credit is determined and awarded on the basis of actual hours (or partial hours) of instruction. Breaks and lunchtime are not considered instruction time. If a luncheon is offered as part of a day-long (or more) seminar program, and includes a presentation of a qualified educational topic, the time may be considered for CLE credit, less 30 minutes.</p>
<b>ADA</b>	<p>Methods of presentation should meet the specifications of the Americans with Disabilities Act.</p>
<b>Publication of NALA Approval</b>	<p>Once it is determined the seminar program meets the requirements of the Certifying Board for Paralegals, the following language may appear on the seminar brochure and promotional literature:</p> <p>“This seminar meets the requirements of the NALA Certifying Board for Paralegals for continuing legal education credit required to maintain the CP (Certified Paralegal) credential.”</p> <p>This language may be used only by authorization of the Certifying Board for Paralegals. Reproduction of the NALA, CP, or CLA logos is not permitted. If you choose, you may add the maximum number of hours that may be available to Certified Paralegals to the above statement. The hours will be provided to you in an acknowledgment by NALA Headquarters. The acknowledgment</p>

	will also describe whether the seminar has been approved for credit for substantive legal education, non-substantive education, or ethics credit.
<b>Approval of More Than One Program</b>	Approval is of the individual program, not of the organizations or companies that sponsor the programs. A request form must be submitted and approved for each CLE program before approval may be publicized in seminar promotional materials. If, however, the same program is offered in numerous locations with the same schedule and speakers, approval will extend to the other programs at no additional charge.
<b>Is Approval Required?</b>	A Certified Paralegal may receive credit for attending any CLE program, provided the program meets the requirements of the Certifying Board for Paralegals. The seminar program is not required to be approved in advance.  However, a seminar provider may NOT state the program is approved for CLE credit on a brochure or any promotional literature without submitting this form and receiving permission from NALA.
<b>Filing the Request for Approval Form</b>	The Request for Approval Form must be filed with a non-refundable application fee of \$50 to:  NALA Headquarters 1516 S. Boston, Suite 200 Tulsa, OK 74119  The form may also be sent by FAX to 918-582-6772 or by e-mail to vwilliamson@nala.org. The fee is waived for NALA Affiliated Associations. See page 1 of the form for fee information.
<b>On-line Calendar Listing Option</b>	The NALA web site began 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 preapproval for CLE credit by the NALA Certifying Board.  NALA's on-line CLE directory is available to all visitors of the NALA web site. The www.nala.org web site is well visited. The average traffic is over 22,000 unique visitors monthly. Weekly traffic averages about 5,000 unique visitors on an average week; traffic is lighter during holidays and week-ends.  Paralegals browse the NALA web site for information about continuing education programs, news in their area, and updates on professional issues.  If your form is submitted in time, and if you wish to include this program on the CLE Calendar, please check the option on the form. There is an additional charge of \$50 for this service.
<b>Timing</b>	For your planning purposes, please allow up to three weeks to receive approval. You may submit your application by fax so that the process may begin. However, staff is not able to issue approval before receiving payment.
<b>Inquiries</b>	Inquiries should be directed to:  NALA Headquarters, 1516 S. Boston, #200 Tulsa, OK 74119 918-587-6828 nalanet@nala.org