



National Association of Legal Assistants, Inc.
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 Tulsa, OK 74119
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 918-587-6828

Continuing Education

**Request for Approval of Credit
 of Continuing Legal Assistant
 Educational Programs
 for Certified Legal Assistants**

Sponsor:

Contact:

Address:

City

State

Zip

Phone

Fax

Email

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 physically challenged? Yes No

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

Please Read and Review the Instructions on the Reverse Side

To be completed by Seminar Sponsor

Having read and understood the requirements to be met in order for this seminar to qualify for CLAE credit for Certified Legal Assistants, 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 Legal Assistants may appear on promotional literature describing this program.

Maximum number of hours/credits:

___ Hours ___ Credits

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.

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Instructions to Seminar Sponsors

Background	<p>Established in 1976, the Certified Legal Assistant program is a voluntary national certification program available to legal assistants and paralegals. Through this program, paralegals are able to emphasize their dedication to professional growth by seeking admission to the CLA program and by successfully completing a two-day examination. As of May 2001, there were over 10,000 legal assistants in the nation with the CLA credential. To maintain the CLA credential, all Certified Legal Assistants must submit evidence of completion of at least fifty (50) hours of Continuing Legal Assistant Education programs every five years.</p> <p>To be eligible for credit, continuing education programs must be relevant to the work of paralegals. Certified Legal Assistants may receive credit for attending seminars in areas other than substantive law (non-substantive education), up to a maximum credit of ten 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, computer training, and personal development programs. This rule is important to sponsors of educational programs as an explanation of why some Certified Legal Assistants may receive credit for attending a seminar and others may not.</p>
Qualifications	<p>Approved programs must meet the following qualifications:</p> <ul style="list-style-type: none"> • Subjects must be relevant to the work of legal assistants/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. • Each seminar program must be at least fifty minutes in length. • Faculty should include attorneys, legal assistants, and/or attorney/legal assistant 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 seminar.
ADA	<p>Methods of presentation should meet the specifications of the Americans with Disabilities Act.</p>
Publication of NALA approval	<p>Once it is determined the seminar program meets the requirements of the Certifying Board for Legal Assistants, the following language may appear on the seminar brochure and promotional literature:</p> <p style="text-align: center;">"This seminar meets the requirements of the Certifying Board for Legal Assistants of the National Association of Legal Assistants, for continuing legal assistant education credit required to maintain the CLA (Certified Legal Assistant) credential."</p> <p>This language may be used only by authorization of the Certifying Board for Legal Assistants. Reproduction of the NALA or CLA logos is not permitted.</p> <p>Participants will receive credit for all or portions of the program attended, provided the program meets the fifty-minute minimum requirement. If you choose, you may add the maximum number of hours that may be available to CLAs to the above statement. The hours will be provided to you in an acknowledgement by NALA Headquarters.</p> <p>The acknowledgment will also describe whether the seminar has been approved for</p>

