



7666 East 61st Street, Suite 315 | Tulsa, OK 74133 | 918.587.6828 | www.nala.org

Continuing Legal Education (CLE)

CLE Hours Required

Certified Paralegals must complete a total of 50 hours of continuing legal education (CLE) programs, including a minimum of 5 hours of legal ethics, and not more than 10 hours of non-substantive, during each five-year recertification period.

All CLE for the recertification period must be entered into the NALA system prior to the certification expiration date. For instructions, [click here](#).

What is a non-substantive credit?

Non-substantive credit is mediation, law office management, computer programs or applications, communications, office technology, 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.)

What is the difference between an ethics and Legal Ethics course?

Ethical courses that do not include “in the delivery of legal services” is not legal ethics. For purposes of CLE, legal ethics is defined as the code of professional responsibility detailing the moral and professional duties required in the delivery of legal services. For example, NALA’s on-demand webinars, [Ethics and the Law](#) and [Confidentiality and Ethics: Staying on the Right Side of the Line](#) are both legal ethics courses. (Five hours of legal ethics are required per term to qualify for recertification.)

What is a substantive credit?

Generally, programs that are from reputable companies, feature attorneys or attorney/paralegal teams, and are on subjects that are of a substantive nature will qualify for CLE credit. For instance, Mock Trials, Contract Law, and The Basics of Trusts all qualify for substantive credit. (All CLE is combined to meet the required 50 hours of CLE which includes the 5 hours of legal ethics.)