



## **Request for Approval of CLE Program Credit Instructions to Seminar Sponsors**

### **Background**

Established in 1976, the Certified Paralegal program is a voluntary national certification program available to paralegals. 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 5 hours of legal ethics, every 5 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 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.

### **Approved programs must meet the following qualifications:**

- 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), and procedures may qualify, provided the seminar meets other qualifications outlined below.
- 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.
- There is no minimum length requirement for CLE. CLE credit towards the maintenance of the CP credential will be accepted in any time increments (i.e. five minutes of CLE can be recorded).

### **ADA**

Methods of presentation should meet the specifications of the Americans with Disabilities Act.

### **Timing**

Submit your application at least 3 weeks prior to your educational program. You may submit your application by fax: 918-582-6772 or e-mail: [nalanet@nala.org](mailto:nalanet@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 2 under Background for further explanation.

### **Approval of more than one program**

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 the same program is offered in numerous locations with the same schedule and speakers, approval will extend to the other locations at no additional charge.

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.

### **NALA Statement Guidelines**

The purpose of this fact sheet is to establish guidelines for the National Association of Legal Assistants statement. Proper use of the language is a requirement and is essential for consistent communications. All companies should use this fact sheet as a reference when producing promotional materials.

### **Definition of promotional materials**

The 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
- Pamphlets
- E-mails
- Letters
- Websites
- Course Catalogs

### **NALA statement use for CLE pre-approval promotional materials**

Once it is determined the seminar program 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.”**

This language may be used only by authorization of the NALA Certifying Board. Reproduction of the NALA, CP, or ACP logos is not permitted.

The above statement is always required in promotional materials.



**Request for Approval of CLE Program Credit**

Company:		
Contact:		
Address:		
City:	State:	Zip:
Phone:	E-mail:	
Web address/link for this specific program:		
<b>Description of Program</b>		
Category (Specialty practice area – list two maximum):		
Title:		
Date:		
Location:		
<b>Session Descriptions</b> Complete for each seminar session – attach additional pages if necessary		
Title:		
Speaker:		
Time:		
List three learning objectives:		
1.		
2.		
3.		
Title:		
Speaker:		
Time:		
List three learning objectives:		
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List three learning objectives:	
1.	
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3.	
<p><b>To be completed by seminar sponsor:</b></p> <p>Having read and understood the requirements to be met for this seminar to qualify for CLE credit for Certified Paralegals, I submit this application for approval:</p> <p>Signed: _____</p> <p>Date: _____</p> <p>Fee: \$50 per seminar request</p> <p>Method of payment:</p> <p><input type="radio"/> Check (enclosed)</p> <p><input type="radio"/> Credit Card Number and Expiration Date: _____</p> <p>Amount: _____</p> <p>Name on card: _____</p> <p>Billing Address: _____</p> <p>_____</p> <p><input type="radio"/> This seminar presentation meets the specifications of the Americans with Disabilities Act.</p>	<p><b>To be completed by NALA:</b></p> <p><input type="radio"/> Approval is awarded for the above described program:</p> <p>Maximum number of CLE hours available: _____</p> <p>_____ hours of CLE is not awarded for _____ as it does not meet the requirements.</p> <p>Maximum number of hours includes:</p> <p>_____ Substantive hours</p> <p>_____ Legal Ethics hours</p> <p>_____ Non-substantive hours</p> <p><input type="radio"/> Approval is not awarded. Please refer to the enclosed letter.</p> <p>Signed: _____</p> <p>Date: _____</p>

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