

9.10E NFPA CLE RECOGNITION PROGRAM GUIDELINES

Approval of CLE Seminars can be made by NFPA's CLE Coordinator(s) and NFPA's Managing Director. If CLE approval is not granted the Vice President of Profession Development must review and make a final determination.

PART I: Definition of CLE

Continuing Legal Education shall include seminars on substantive legal topics, or topics applicable to substantive law issues, or must be oriented to the specific nature of the paralegal profession, such as enhancing computer skills to research techniques, increasing paralegal management skills, issues related to, or affecting, the paralegal profession etc:

Continuing Legal Education includes authorship of articles by an individual paralegal, including research time; and/or speaking to paralegals regarding substantive law issues or topics oriented to the specific nature of the paralegal profession, including preparation time for such presentation; and attendance and successful completion of law-related classes as community colleges, colleges and universities.

Substantive shall mean work requiring recognition, evaluation, organization, analysis, and communication of relevant facts and legal concepts.

Where any reference to Continuing Legal Education and/or CLE is made in these Guidelines or related applications, this definition shall apply.

PART II: CLE Credit for Attendance at CLE Seminars

NFPA awards Continuing Legal Education Credits to attendees at CLE seminars if all of the following criteria are met. Organizations providing or sponsoring continuing legal education seminars (hereafter, Provider) may apply for NFPA CLE credit.

1. Seminar Sponsorship: Seminars eligible for consideration to receive NFPA CLE credit may be sponsored by NFPA or any NFPA member association(s); any professional seminar provider, e.g., NBI, Lorman; ; any bar association(s) e.g. ATLA, ABA, other law-related organization(s), accredited institution of higher education, or offered in-house at a law firm or corporation.

2. Seminar Length:

a. Commercial Seminars: Any seminar presented by a commercial provider shall be not less than one hour. The seminar or combination of seminars shall occur on one or more consecutive days. A "contact hour" shall be equal to sixty (60) minutes of classroom instruction, subject to paragraph 5 below.

b. NFPA Member Associations: NFPA Member Association seminars may be approved for CLE credit on an hour for hour basis, subject to Paragraphs 4 and 5 below.

3. Other CLE Credit: NFPA will recognize CLE credits for all programs or activities approved for CLE by a member organization, bar association or state regulatory authority. A Provider must make application to NFPA for CLE Credit if the Provider wishes to advertise or market its seminars as "approved for __ CLE Credits by NFPA."

4. Applying for CLE Credit: Applications for CLE credit shall be submitted by seminar providers at least 90 days prior to the event, if possible. Information will include:

- a. a completed [application for NFPA CLE credit](#);
- b. an outline of the seminar topics including a brief summary of each topic being presented and, if available, a copy of the seminar brochure;
- c. a copy of each speaker's resume including his or her relevant qualifications;
- d. a detailed time line of each segment of the seminar being offered including lunch and breaks; and
- e. **if** an application is being submitted for an award of credit for a seminar that has received CLE credit, as stated above in Paragraph 1, above, the application shall also include a copy of the notice approving an award of credit.

5. Number of Credits: One contact hour of a seminar qualifying for NFPA CLE credit will equal one NFPA CLE credit, subject to adjustment based on complexity of the subject matter.

6. Ethics Credit: In order to obtain CLE credit for Ethics, specific information must be submitted regarding the topic and the number of hours/minutes spent on Ethics.

7. Subject Matter of Seminars: All seminars awarded NFPA CLE credit must meet NFPA's criteria for continuing paralegal education in that the subject matter of such seminars must be on substantive law issues or must be oriented to the specific nature of the paralegal profession, such as enhancing computer skills or research techniques, increasing paralegal management skills, issues related to, or affecting, the paralegal profession etc.

8. Instructors: Presentation must be made by an individual(s) demonstrating sufficient expertise and knowledge to address the subject matter being presented.

9. Approval of Seminar: Within a reasonable time after receipt of an application, the Provider shall be notified of the approval or denial of the application and, if approved, the number of Credits awarded.

10. CLE Certificates: It is the responsibility of each Provider to issue certificates of attendance or CLE certificates to the participants of the seminar, should the Provider desire to do so. NFPA will not issue CLE Certificates to individual participants. Upon approval of the seminar by NFPA, the Provider is authorized to designate the amount of credit approved by NFPA on their certificates.

11. Registration List: During the day(s) of the seminar, the Provider shall provide a sign-up sheet requesting name, address, telephone number and membership in NFPA for those participants who wish to inform NFPA of their attendance at the seminar. The provider shall maintain said sign-in sheets for a period of two (2) years following presentation of the seminar, and make them available to NFPA upon request.

12. Cost: The Provider will submit an application fee. If a Provider has not applied for NFPA CLE credit, a person applying for individual credit must submit the application fee. The application fee is waived as a member benefit for paralegal associations who are members of NFPA. The cost to RPs is \$10 for all CLE requests submitted at one time.

13. Advertising NFPA CLE Credit: Upon approval and award of NFPA CLE credit, the Provider will be permitted, and is encouraged, to advertise the awarding of NFPA CLE credit.- A provider shall not advertise NFPA approval until same is obtained and confirmed.

Free Advertising on the Internet on NFPA CLE Calendar is given to any Seminar with NFPA CLE credit.

PART III: CLE Credit for Instructing, Speaking, or Guest Lecturing

NFPA will award Continuing Legal Education Credits to paralegal instructors, speakers, or guest lecturers if the following criteria are met:

- 1.** Teaching, speaking, or guest lecturing at a seminar or course. The subject matter of such seminars must be on substantive law issues or must be oriented to the specific nature of the paralegal profession, such as enhancing computer skills or research techniques, increasing paralegal management skills, issues related to, or affecting, the paralegal profession, etc.

- 2. Course or Seminar Length:**

- a. A course must occur in a time period of not more than four (4) months, and must be offered by an accredited institution of higher education, an NFPA approved provider, bar association or other entity as described in Paragraph 1, above.
- b. A seminar may be considered for less than one hour credit at the discretion of the approving coordinator.

3. Applying for CLE Credit: Upon completion of a course or seminar, the speaker will submit the Application For Credit For Speaking , together with the application fee. Information pertaining to the course or seminar for which CLE credit is sought will be reviewed and considered for CLE credit by the CLE Coordinator. Information must include:

- a. a complete application for CLE Credit;
- b. a copy of the course advertisement or seminar brochure; a description of the seminar topic, including areas of substantive law or professional issues to be presented; **or** a copy of the seminar outline;
- c. a description of the speaker's relevant qualifications; **or** a copy of the speaker's resume; and
- d. the application fee.

This information should be provided no less than 30 days prior to the date on which the course or seminar is to be conducted.

4. Number of Credits: One contact hour of a course or seminar qualifying for CLE credit will equal two (2) CLE credits. If CLE is awarded based on a panel presentation the CLE credits are given at one (1) per contact hour. A maximum of 12 CLE credits will be awarded for a course or seminar presentation. CLE credit is provided only one time for any seminar/course presentation.

5. Ethics Credit: In order to obtain CLE credit for Ethics specific information must be submitted regarding the topic and the number of hours/minutes spent on Ethics.

6. Approval of Course or Seminar: Upon approval NFPA will notify the speaker.

7. Cost to Obtain CLE Credit: The application fee is \$10 for NFPA members and RPs; \$40 for non-NFPA members

PART IV: CLE Credit for Publishing Articles:

Publishing an article on substantive law issues must be oriented to the specific nature of the paralegal profession, such as enhancing computer skills or research techniques, increasing paralegal management skills, issues related to, or affecting, the paralegal profession, etc. will qualify for CLE credit. Articles submitted for consideration to receive CLE credit must be the author's original work product.

1. Applying for CLE Credit: An Application for CLE credit must be submitted, together a copy of the article for which CLE credit is sought, proof the article was published and the application fee.

2. Number of Credits: The CLE Co-Coordinator will determine the number of CLE credits to be awarded for each article qualifying for CLE credit based upon the length and content of the article. The maximum available credit will be five CLE credits.

3. Ethics Credit: In order to obtain CLE credit for Ethics specific information must be submitted regarding the topic.

4. Approval of CLE Credit: Approval will be provided to applicant within a reasonable period of time after receipt of the Application for CLE credit.

5. Cost to Obtain CLE Credit: The application fee is \$10 for NFPA members and RPs; \$40 for non-NFPA members.

PART V: CLE for *Pro Bono* Service:

An individual or member association may apply for CLE credits for the delivery of *pro bono* legal services pursuant to NFPA's Model Code of Ethics and Professional Responsibility and Guidelines for Enforcement. The *pro bono* services must be of a substantive nature and must be certified by an affidavit completed by the supervising attorney, program or agency coordinator, or firm.

1. Applying for CLE Credit. An Affidavit of *Pro Bono* Service must be completed by the individual or member association and submitted to the CLE Coordinator.

2. Number of Credits. One (1) hour of non-ethics CLE credits will be given for each three (3) hours of substantive *pro bono* services contributed by an individual or member association. A maximum of four (4) CLE **non-ethics** credits can be requested annually.

3. Approval of *Pro Bono* Service. Upon approval of the *pro bono* services performed for CLE credit, NFPA will notify the individual or member association.

4. Proofs and Cost to Obtain CLE Certificate. Upon completion of the *pro bono* services, an individual or member association of NFPA requesting CLE credit will submit to the CLE Coordinator for approval, an Affidavit of Pro Bono Service, affirming the number of hours or *pro bono* services performed and that said services were substantive in nature. The appropriate CLE Co-Coordinator will notify the applicant of the credits awarded. There is no cost for an individual member or member association of NFPA for said approval process.

PART VI: Approved Provider Status

A commercial provider may apply for Approved Provider Status. This status allows the Provider the ability to give the same seminar for a **period of one year** without resubmitting that seminar for approval each time. To qualify as an Approved Provider:

1. All Providers of approved education activities must meet all the requirements of the NFPA guidelines for awarding credit set out in Part II above.
2. Prior to submitting an application for Approved Provider status, the applicant must show that during the two (2) years immediately preceding the date of the application, the applicant has sponsored at least four (4) separate education activities that would have complied with NFPA guidelines for awarding CLE credit.
3. A nonrefundable application fee of \$50 must accompany each Approved Provider Application form. A fee of \$75 must accompany each initial CLE Approval form and initial offering of a seminar, whether such form is attached to an Approved Provider Application or submitted separately. Approved Provider Status must be renewed on an annual basis, on or before December 31. (Example of initial fee structure: if a Provider submits an Approved Provider Application form with three CLE Approval requests attached, the amount due to NFPA is \$205 (Approved Provider fee, Initial Approval and offering fee [\$75] and two additional offerings of same program (@\$40 each)). If during the term of the Approved status, the Provider submits four additional CLE Approval requests for the same program, a \$40 fee must accompany each additional request.)
4. The CLE Approval Request must specify the first offering date and location of the activity for which CLE credit is sought. The Request should be submitted at least 60 days prior to the initial offering date. It may take up to 30 days to receive a response to a CLE Approval Request.
5. Provider agrees to pay NFPA an additional \$40 fee for each subsequent offering of the approved activity, which shall be due within 30 days of each subsequent offering.

6. The Provider must specify on its application whether it seeks approval of an audiotape or a videotape of a live presentation. Such request, if made on the same application as the live presentation, will require an additional fee of \$40. If, however, a Provider requests approval for an audiotape or a videotape at a later date, the Provider must submit a separate request and pay an additional fee of \$75. A Provider may also request approval of audiotapes and videotapes that are not derived from a live presentation. Approval will be for a period of one year from the date approved by the CLE Co-Coordinator. After the approval period expires, if a Provider wishes further approval, a new application and application fee must be submitted to the NFPA CLE coordinator.

7. If an Approved Provider seeks retroactive approval for an education activity, the supplemental application must indicate "retroactive approval requested" and a separate sheet must be attached stating the reasons for seeking retroactive approval. If retroactive approval is granted, all subsequent offerings of the approved activity will be subject to all of the provisions of these guidelines, including the additional fee as provided above.

8. All promotional materials used by an Approved Provider prior to activity approval must specify that NFPA approval is pending, and must advise all participants as soon as possible whether or not activity approval is granted.

9. The Approved Provider will forward to NFPA a short speaker-history of any new or substituted speaker presenting an approved activity prior to the date the new or substituted speaker is scheduled to present his or her topic. New or substituted speaker histories only need be submitted once during the term of the Approved Provider status.

10. NFPA reserves the right at any time to request an Approved Provider for copies of any seminar evaluation forms submitted by attendees at NFPA approved seminars.

11. Denial or revocation of Approved Provider status (or equivalent status) by any bar association, state or other legal professional organization will be grounds for termination of Approved Provider status by NFPA. The Provider will notify NFPA within ten (10) days of such denial or revocation by providing NFPA with the name, address and telephone number of the organization denying or revoking the status, and the reason for the denial or revocation.

12. NFPA recognizes continuing education offered by the following groups to be approved without further review by NFPA or a designated Coordination: All bar associations, either mandatory or voluntary; National Association of Legal Assistants,

Inc.; American Alliance of Paralegals, Inc.; Inns of Court; Courts of all jurisdictions within the United States.

PART VII: Preferred Provider Status requirements for Self-Study CLE credits.

1. Subject Matter and Method of Delivery: The subject matter of Self-Study programs must be on substantive law issues or must be oriented to the specific nature of the paralegal profession, such as enhancing computer skills or research techniques, increasing management skills, etc. The acceptable delivery modes are:

- a. audio tapes and any accompanying written materials;
- b. video tapes and any accompanying written materials;
- c. CD and DVD and any accompanying written materials;
- d. written materials and manuals prepared from seminars;
- e. books;
- f. the above items provided via the Internet;
- g. seminars prepared for online delivery.

2. Accreditation Period: NFPA CLE accreditation is for a period of one year from the date of approval.

3. Cost:

- a. The Approved Provider will pay \$40 for each Self-Study product annually.
- b. If an Approved Provider wishes to make an NFPA accredited seminar available for online delivery, the Approved Provider will pay an additional fee of \$20 to extend approval to the online version for one year.

4. Application: The Approved Provider CLE Approval Request Form must be completed for each project which shall include the following attachments:

- a. a copy of the promotional brochure;
- b. course outline;
- c. list of faculty names and credentials;
- d. sample exam questions or blank affidavit of completion.

5. Verification: The Approved Provider must provide a minimum of ten (10) test questions for each CLE Credit to all participants and participants must correctly answer 80% of the questions to receive credit for the on-line seminar.

6. CLE Certificates: The Approved Provider will provide evaluation forms and certificates of completion to each participant. NFPA reserves the right to inspect all

records regarding participation in on-line seminars, including registration and completion lists, as well as tests and evaluations.

7. Instructions for the self-study participants CLE:

- a. Review course content and objectives;
- b. Listen/view the tape/video/CD (fill in appropriate delivery mode) and review written materials/manual;
- c. Complete post-test/evaluation form before the expiration date and mail to the address on the form;
- d. Your completed test/evaluation will be graded. If you receive a passing score of 80% or above, you will be mailed a certificate of completion with earned credit hours. If you do not pass the post-test, you will be sent a letter indicating the areas of deficiency on your post-test, with references to the appropriate sections of the program and manual for further review. The post-test must be resubmitted and receive a passing grade before credit will be awarded. Tests must be postmarked by the expiration date stamped on the upper right corner. Or in the alternative reference to the procedures for the Affidavit by the Employer/Instructor.

8. Promotion of CLE: The study package should include the information about NFPA CLE Credits, proposed as follows:

This course meets the requirements of the National Federation of Paralegal Associations, for continuing education credits required to maintain the RP (Registered Paralegal) credential. To qualify for ___ credits, listen/review the _____ (fill in appropriate mode of delivery) and review the written materials. Complete the test/evaluation and return it to _____ as indicated. _____ will forward a certificate of completion to you once you have passed the test/evaluation with a score of 80% or more.

9. Number of Credits: One hour of a self-study program will equal one (1) CLE credit. A maximum of twelve (12) CLE credits will be awarded for any self-study program. The determination of the number of hours is based as follows:

- a. audio and video tapes will be based on the amount of time it takes to view and/or listen to the tapes;
- b. CD and DVD and Internet presentations will be based on the amount of time it takes to view;

c. written materials including books and seminar manuals will be based on 50 pages per hour.

10. Ethics Credit: In order to obtain CLE credit for Ethics specific information must be submitted regarding the topic and the number of hours/minutes spent on Ethics.

PARTVIII: CLE for Conventions and Co-Sponsored Events

1. CLE for Seminars at NFPA Sponsored Events, including regional meetings: NFPA CLE Credit will be automatically granted to all seminars scheduled in conjunction with NFPA meetings, or to any seminar attached to an NFPA event, such as a regional meeting. The CLE Coordinator will be available to assist with planning such events and to review speakers and topics, if so requested. Submission of paperwork for such seminars is waived provided the seminars are on the subject matter of such seminars must be on substantive law issues or must be oriented to the specific nature of the paralegal profession, such as enhancing computer skills or research techniques, increasing paralegal management skills, issues related to, or affecting, the paralegal profession, etc.

2. CLE for Seminars co-sponsored by NFPA member associations in conjunction with non-member associations.

No approval fees will be required for any seminar co-sponsored by an NFPA member association and a non-member association. For example, if a member association wanted to co-sponsor a day of seminars with a state alliance of which the association is a member, no approved provider form will be necessary and no fee will be charged to the state association to become an approved provider for the event. Likewise, no fee will be charged to the state alliance for approval of the seminar(s) if an NFPA member association is sharing in the planning and revenue earned from the event.

3. No CLE will be awarded for leadership or pro bono conferences and workshops unless they are of a substantive nature as defined in Part I of these procedures.

Appropriate seminar approval forms and the procedures of Part II must be followed by the NFPA member association(s) co-sponsoring the event not less than 60 days prior to the event.

PART IX: CLE Credit for Luncheon Events

NFPA will award Continuing Education Credits to a member association for a Luncheon event. The following criteria must be met:

1. Subject Matter: The topic of the luncheon must be must be on substantive law issues or must be oriented to the specific nature of the paralegal profession, such as enhancing computer skills or research techniques, increasing paralegal management skills, issues related to, or affecting, the paralegal profession, etc.

2. Instructors: The topic must be presented by an individual(s) demonstrating sufficient expertise and knowledge to address the subject matter being presented

3. Number of Credits: A luncheon seminar will be awarded a minimum of one-half or .5 credit hours provided that the luncheon event is at least 60 minutes in length.

4. Ethics Credit: In order to obtain CLE credit for Ethics specific information must be submitted regarding the topic and the number of hours/minutes spent on Ethics.

5. Applying for CLE Credit: Information pertaining to the Luncheon Event for which CLE credit is sought will be reviewed and considered for awarding CLE credit by the CLE Coordinator. The application should be submitted at least thirty (30) days prior to the event or after the event has occurred. Information will include:

- a. A completed Application for Continuing Legal Education Credits for Member Associations;
- b. a copy of the course advertisement or brochure; or a description of the topic; including areas of substantive law or professional issues presented; or a copy of the outline; and
- c. a description of the speaker's relevant qualifications; or a copy of the speaker's resume.

6. CLE Certificates: It is the responsibility of the association to issue certificates or receipts of attendance to the participants of the event. NFPA will not issue CLE Certificates to individual participants. Upon approval of the event by NFPA, the association is authorized to issue Certificates to all attendees noting the number of credits awarded for Continuing Legal Education by NFPA.

7. Approval Fee: The fee for approval of a Luncheon event is waived for all NFPA member associations. Member Associations should request approval no less than 60 days prior to the event if possible. Retroactive approval will be granted within 30 days of the event. The Member Association is responsible for issuing all CLE certificates to attendees.

PART X: CLE Internal Guidelines

1. Courses or seminars taught or articles published will address substantive law or professional issue(s) relevant to paralegals.

2. The following subject matters will be considered ineligible for CLE credit: job-hunting, non-paralegal career paths, resume writing, and job interviewing techniques. Additionally, anniversary events or other social functions at which the speaker happens to be a legal professional but is not addressing substantive law or professional issue(s) relevant to paralegals will be considered ineligible for CLE credit.

3. Courses or seminars will be presented by an individual demonstrating sufficient expertise and knowledge to address the subject matter being presented. Articles will be written by an individual demonstrating sufficient expertise and knowledge to address the subject matter of the article.

4. Subject matters will be consistent with NFPA mission statement, policies on education, ethics, regulation, and core curriculum.

5. Seminars approved for CLE credit for practicing attorneys as outlined in Paragraph 1 of the these procedures, shall not need additionally approval.

6. Prior to denying an award of NFPA CLE credit, the CLE Coordinator will submit to the Vice President of Profession Development the information pertaining to the seminar, course, and/or article for the VPPD's consideration and final determination.

PART XI: ONLINE CLE GUIDELINES

1. General Guidelines.

a. In an effort to assist NFPA's affiliated association members and RPs attain a minimal level of CLE hours, the following Guidelines have been adopted to ensure the accuracy and integrity of on-line CLE courses offered by NFPA.

b. Each on-line CLE course will be based on a scholarly article, written in easy to read "magazine" format on topics relevant to the practicing paralegal professional. Applicants and participants in this program will be required to successfully complete an on-line test covering the substance of the article to earn CLE credit. No cash refunds will be given for any course. However, at the discretion of the Vice President of Profession Development a credit may be granted for another course of equal of similar value.

2. On-Line CLE Content.

a. The CLE paper must meet all guidelines currently espoused by NFPA, including the NFPA CLE RECOGNITION PROGRAM GUIDELINES.

b. The paper should be scholarly but written in an easy to read magazine style, such as one might find in *The National Paralegal Reporter*. If possible, footnotes should be avoided. Authors are encouraged to provide a bibliography, table of cases cited, table of authority or similar reference materials at the end of the article.

c. The author must sign a statement that the article submitted is their original work and was not plagiarized from any other sources. Any third-party resources, such as quotations of prior articles, statistics, etc., must be clearly disclosed with credit given to the original author. Any such third-party material cited within the paper must be accompanied by a release from the author of the original work

d. The CLE paper must be on a topic that has national application, and a “shelf life” of more than one year. Any topics submitted are subject to approval by NFPA. It is highly recommended, that the author submit an outline of the proposed article to the CLE Coordinator for comment and approval. Authors will be required to provide any updates as necessary that are precipitated by new legislation or case law.

e. If the author of the on-line CLE is a paralegal or non-attorney, the Unauthorized Practice of Law must be avoided at all costs. In the event that the paper’s content makes any statement that requires the exercise of independent legal judgment, the non-lawyer author must secure the consent or approval of an attorney on that particular portion of the article. Additionally, the attorney’s biographical information as set must be included.

f. In the event that any graphic, logo, or design is used in the on-line CLE program, the author must provide NFPA with reasonable assurances that the intellectual property may be used by NFPA without recourse by any third party.

g. The author or authors of the paper agree(s) to provide an unlimited license to NFPA for the use of the paper and any derivative work thereof.

3. Format of On-Line CLE Program.

a. Each On-Line CLE Program must be based upon a written paper, which meets the following guidelines:

b. The paper must be between 20 – 25 pages, double spaced with one inch margins, which does not include any bibliography or biography. The type face must be at least 12 point font.

c. NFPA expressly reserves the right to edit the paper to fit size and content restrictions. While efforts will be made to maintain the author's intent and wishes with the content, NFPA shall have the final decision.

d. The author and any contributing or co-author's comprehensive biography, detailing educational background, professional credentials and participation with any other CLE events and seminars, and publications authored, must be attached with the submission.

e. Multi-media components. An author may choose to format an On-Line CLE in a "slide show" format such as MS PowerPoint and to include various multi-media components (e.g. flash multimedia, voice recordings, document images). A written paper meeting the guidelines set forth above must accompany the submission. It is the sole responsibility of the author to appropriately format the multi-medial On-Line CLE. The author must ensure that the software used to display or play the multimedia components is readily available to participants, and cannot be in a proprietary format. NFPA reserves the right to edit for content and size restrictions.

f. Each author submitting an On-Line CLE Program must also submit a final examination and answer sheet. The final exam must be at a minimum of 10 questions and no more than 20 questions.

4. Granting of CLE Credit.

a. Final Examination. Each On-Line CLE participant will take a test composed of not less than 10 or more than 20 multiple-choice questions. The test will be supplied to the participant by NFPA immediately upon the completion of the On-Line CLE Program. The participant shall be required to certify that the exam is completed on his or her own, without assistance from a third party. Any violation of this policy will result in disqualification of any CLE Credit and forfeiture of any fees paid. The test will be administered on-line and the results will be available immediately. Upon successful completion, a certificate of completion will be provided on-line.

b. Scoring. A participant must earn a passing grade of 80% on the exam to receive credit for the course.

c. Use of CLE Credit. It is the responsibility of the participant to maintain the documentation regarding CLE credit awarded for any On Line CLE course taken through the NFPA web site. All On-Line CLE offered by NFPA via the NPFA website will be fully accredited by NFPA for continuing legal education hours.

d. Penalty. The participant agrees to pay a penalty of three times the cost of the course, as well as forfeiture of any CLE credit awarded, in the event that participant divulges the contents of any course or

question on the exam to a third party. Additionally, the information may be referred to the NFPA Ethics Committee and RP Coordinator for further disciplinary action.

5. Cost of On-Line CLE Course. The cost of an on-line CLE course will be structured as follows:

	Member	Non-Member
1 credit	\$50	\$60
2 credit	\$85	\$95
3 credit	\$120	\$130

The member/nonmember on-line payment will be on the honor system of the participant.

6. Granting of CLE Credit as Incentive to Authors. NFPA will award Continuing Education Credits to an author of an on-line CLE seminar, structured as follows:

a. Number of Credits. One contact hour of an on-line CLE seminar qualifying for CLE credit will equal four (4) CLE credits. A maximum of 12 CLE credits will be awarded for an on-line CLE seminar. CLE credit is provided only one time for any on-line CLE seminar.

b. Applying for CLE Credit. Upon completion of a course or seminar, the speaker will submit the Application For CLE Credit, together with the application fee. Information pertaining to the course or seminar for which CLE credit is sought will be reviewed and considered for CLE credit by the CLE Coordinator. Information must include:

- (i) a complete application for CLE Credit;
- (ii) a description of the seminar topic, including areas of substantive law or professional issues to be presented; **or** a copy of the seminar outline;
- (iii) a description of the speaker's relevant qualifications; **or** a copy of the speaker's resume; and
- (iv) the application fee.

This information should be provided no less than 30 days prior to the date on which the course or seminar is to be conducted.

APPROVED PROVIDER CLE APPROVAL REQUEST FORM

National Federation of Paralegal Associations
PO Box 2016
Edmonds, WA 98020
425-967-0045 Phone
425-771-9588 Fax

Fill out a separate copy of this form for each educational activity for which CLE credit is sought. A fee of \$75 for approval and initial seminar offering must accompany this approval request. All subsequent offerings of an approved seminar, within one year of initial approval, shall be charged to the provider at \$40 each. This request may be submitted with an approved provider application or may be submitted separately by providers who have current approved provider status with NFPA. Please print or type.

1. ACTIVITY NAME	2. DATE AND SITE OF PRESENTATION (or attach promotional material specifying such information)
Promotional materials attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	
__ CHECK HERE IF PROVIDER IS SEEKING RETROACTIVE APPROVAL AND INDICATE ON A SEPARATE SHEET THE REASONS FOR SEEKING RETROACTIVE APPROVAL	
3. APPROX. NO. OF ATTENDEES EXPECTED (if applicable):	4. NATURE OF ACTIVITY (Check all that apply.)
<input type="checkbox"/> 1-10 <input type="checkbox"/> 11-25 <input type="checkbox"/> 26-50	<input type="checkbox"/> Live Presentation <input type="checkbox"/> Audiovisual <input type="checkbox"/> Skills Workshop
<input type="checkbox"/> 51-150 <input type="checkbox"/> 151-300 <input type="checkbox"/> more than 300	<input type="checkbox"/> Interactive Video <input type="checkbox"/> Satellite/Microwave/Transmission
	<input type="checkbox"/> Internet/Online Computer <input type="checkbox"/> Self-Study
	<input type="checkbox"/> Other _____
5. ATTACHMENTS:	
Time Schedule (or attach promotional material specifying such information)	
Table of contents or equivalent (or attach promotional material specifying such information)	
If Self-Study program, provide sample test questions.	
Listing of faculty name(s) and credentials (or attach promotional material specifying such information)	
6. CLE CREDIT HOURS REQUESTED: _____ Computed in accordance with NFPA's CLE Guidelines (1 credit for each 60 minutes of instruction. Exclude breaks and meal periods.). For Self-Study Programs 1 credit for each 60 minutes of viewing time or 50 pages of written materials.	
7. ALL ACTIVITIES MUST BE ACCOMPANIED BY SUBSTANTIVE WRITTEN	

MATERIALS. WILL PROGRAM ATTENDEES RECEIVE SUBSTANTIVE WRITTEN MATERIALS? Yes No Applicant agrees to retain sample copies of any such written materials for two years from the date of submittal of this application to the NFPA. DO NOT SUBMIT COURSE MATERIALS.

8. CERTIFICATION: If CLE credit DATE:

is awarded by NFPA, Provider agrees to pay to NFPA, in addition to PROVIDER: all fees submitted with this approval request, a fee of \$30 for each BY:

offering of the approved activity during the period Provider maintains Approved Provider Status with NFPA. An annual fee of \$15 is

required for any audio tape offerings if the CLE request is made at the same time as the original live presentation. Otherwise, for all Self-Study programs there is a \$30 annual fee. Said fees shall be submitted directly to NFPA headquarters within 30 days of the date each approved activity is offered. As provider of this seminar, you must provide your attendees with certificates of attendance with the following language, "This seminar approved by the NFPA for ___hours of Continuing Legal Education credit, including ___hours in ethics." A copy of all transmittals to NFPA headquarters shall be sent to the CLE Coordinator.

(Signature)

(Print Name, Title & E-Mail Address)

9. APPROVAL: This activity is approved for _____NFPA CLE Credit, including ___ hours of Ethics credits. This approval is effective for one year from the date written below, or until applicant's Approved Provider Status expires or is terminated. During the approval period, Provider may advertise and market this activity as approved by NFPA for the above specified number of NFPA CLE Credit.

APPROVED BY: _____, CLE Coordinator

DATE:

**APPROVED PROVIDER APPLICATION FORM
FOR CONTINUING LEGAL EDUCATION CREDITS**

National Federation of Paralegal
 Associations
 PO Box 2016
 Edmonds, WA 98020
 425-967-0045 Phone
 425-771-9588 Fax

RETURN WITH APPLICATION TO:
 CLE Coordinator, NFPA
 National Federation of Paralegal
 Associations
 PO Box 2016
 Edmonds, WA 98020
 425-967-0045 Phone
 425-771-9588 Fax

**A \$50 NONREFUNDABLE FEE MUST ACCOMPANY THIS APPLICATION.
 (SEE ATTACHED SEMINAR APPROVAL REQUEST FOR ADDITIONAL
 FEES WHICH MAY BE APPLICABLE TO YOUR APPLICATION. PLEASE
 PRINT OR TYPE.**

1. NAME OF PROVIDER	
2. CONTACT PERSON	3. PHONE (AREA CODE) FAX (AREA CODE) E-MAIL ADDRESS
4. MAILING ADDRESS	5. STREET ADDRESS (IF DIFFERENT FROM MAILING ADDRESS)
6. <input type="checkbox"/> CHECK HERE IF YOU HAVE NOT RECEIVED NFPA CLE CREDIT APPROVAL DURING THE IMMEDIATELY PRECEDING TWO YEARS. A PROVIDER HISTORY FORM FOR FOUR SEPARATE EDUCATION ACTIVITIES PREVIOUSLY OFFERED BY THE APPLICANT MUST ACCOMPANY THIS APPLICATION (SEE PROVIDER HISTORY ATTACHMENT).	
7. TYPE OF PROVIDER (CHECK ALL THAT APPLY): <input type="checkbox"/> NFPA MEMBER <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> EDUCATIONAL INSTITUTION EDUCATOR <input type="checkbox"/> EDUCATIONAL <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> STATE BAR <input type="checkbox"/> PROFESSIONAL <input type="checkbox"/> NON-LEGAL AGENCY ASSN. ASSN. PROF. ASSN. <input type="checkbox"/> OTHER (Explain):	
8. APPROVAL BY OTHER ORGANIZATIONS: GRANTED BY: DENIED OR REVOKED BY: (Specify Reasons)	9. IF YOU ARE SIMULTANEOUSLY REQUESTING CLE APPROVAL, PLEASE ATTACH AN APPROVED PROVIDER CLE APPROVAL REQUEST FORM FOR EACH ACTIVITY FOR WHICH CLE CREDIT IS SOUGHT, AND ADJUST THE APPLICATION FEE PER INSTRUCTIONS ON THE CLE APPROVAL REQUEST FORM. CLE CREDIT APPROVAL FORM(S)

	ATTACHED __ Yes __ No TOTAL FEES ENCLOSED \$
<p>10. CERTIFICATION: Provider acknowledges that its approved provider status may be revoked for noncompliance with the NFPA CLE guidelines, and amendments thereto, or for failure to comply with the agreements and certifications contained in this form. Provider agrees that all education activities for which credit is sought that are sponsored by provider while an approved provider will meet the standards set out in the NFPA CLE Guidelines. Provider agrees to comply with all of the requirements set out in the NFPA CLE guidelines and as may be promulgated by the NFPA in the future. If Provider uses promotional materials prior to provider approval, provider agrees to specify in all such materials that application for provider approval is pending, and to advise all participants as soon as possible whether or not provider approval is granted. Provider agrees to pay all fees charged by the NFPA in connection with this application, including a \$30 charge for each subsequent offering of an approved educational activity or seminar within the approval period. Provider certifies that the foregoing information and statements on this form and on all attachments are true and correct.</p>	
<p>IMPORTANT: COMPLETION OF THIS FORM DOES NOT CONSTITUTE NFPA APPROVED PROVIDER STATUS, IF GRANTED, YOUR STATUS AS A NFPA APPROVED PROVIDER WILL BECOME EFFECTIVE ON THE DATE SET FORTH IN THE NOTIFICATION OF APPROVAL LETTER AND WILL EXPIRE ONE YEAR FROM THE DATE APPROVED.</p>	DATE: PROVIDER: BY: <div style="text-align: center;">(Signature)</div> <div style="text-align: center;">(Print Name & Title)</div> NFPA/10/02

PROVIDER HISTORY ATTACHMENT

National Federation of Paralegal Associations
PO Box 2016
Edmonds, WA 98020
425-967-0045 Phone
425-771-9588 Fax

RETURN WITH APPLICATION TO:
CLE Coordinator, NFPA
National Federation of Paralegal Associations
PO Box 2016
Edmonds, WA 98020
425-967-0045 Phone
425-771-9588 Fax

COMPLETE THIS FORM IF YOU HAVE NOT RECEIVED NFPA CLE APPROVAL FOR AT LEAST FOUR SEPARATE EDUCATIONAL ACTIVITIES DURING THE PAST TWO YEARS. FILL OUT A SEPARATE COPY OF THIS ATTACHMENT FOR EACH OF FOUR SEPARATE

EDUCATION ACTIVITIES OFFERED DURING THE IMMEDIATELY PRECEDING TWO YEAR PERIOD WHICH WOULD HAVE QUALIFIED FOR NFPA CLE CREDIT.

PLEASE PRINT OR TYPE

<p>1. ACTIVITY NAME</p>	<p>2. DATE AND SITE OF PRESENTATION (or attach promotional material specifying such information)</p> <p>Promotional materials attach? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>3. NUMBER OF ATTENDEES (if applicable):</p> <p><input type="checkbox"/> 1-10 <input type="checkbox"/> 11-25</p> <p><input type="checkbox"/> 26-50 <input type="checkbox"/> 51-150</p> <p><input type="checkbox"/> 151-300 <input type="checkbox"/> over 300</p>	<p>4. NATURE OF ACTIVITY (Check all that apply.)</p> <p><input type="checkbox"/> Live Presentation <input type="checkbox"/> Audiovisual <input type="checkbox"/> Skills Workshop</p> <p><input type="checkbox"/> Interactive Video <input type="checkbox"/> Satellite/Microwave/Transmission</p> <p><input type="checkbox"/> Internet/Online <input type="checkbox"/> Computer Other _____</p>
<p>5. LIST TIME SCHEDULE (or attach promotional material specifying such information)</p> <p>Promotional material attached? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>6. LIST TABLE OF CONTENTS OR EQUIVALENT (or attach promotional material specifying such information)</p> <p>Promotional material attached? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>7. LIST FACULTY NAME(S) AND CREDENTIALS (or attach promotional material specifying such information)</p> <p>Promotional material attached? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>8. CLE CREDIT HOURS: _____ Computed in accordance with Part I Section 2 of the NFPA CLE Guidelines (1 credit for each 60 minutes of instruction. Exclude breaks and meal periods.).</p>	
<p>9. ALL ACTIVITIES MUST BE ACCOMPANIED BY SUBSTANTIVE WRITTEN MATERIALS. DID PROGRAM ATTENDEES RECEIVE SUBSTANTIVE</p>	

WRITTEN MATERIALS? Yes No

Applicant agrees to retain sample copies of any such written materials for two years from the date of submittal of this application to the NFPA. **DO NOT SUBMIT COURSE MATERIALS.**

NFPA5-06

MEMBER ASSOCIATION APPLICATION FOR CLE CREDIT

NFPA member associations should complete this form to obtain CLE credit for luncheon events.

1. Association Name

2. Contact Name

3. Address

4. Telephone Number

5. E-Mail Address

6. Topic

7. Speaker's Name and Title

8. Location of Seminar

9. Date of Seminar

10. Number of hours and minutes of Seminar/lecture

The luncheon seminar must be at least 45 minutes to obtain 1/2 hr CLE credit. Include copy of brochure and bio or resume for each speaker. **Within 30 days after the seminar has been conducted, deliver a list of participants; names and addresses to NFPA, PO Box 2016, Edmonds, WA 98020.**

There is no fee for approval.

Application for Continuing Legal Education Credits - NON-NFPA MEMBER

National Federation of Paralegal
Associations
PO Box 2016
Edmonds, WA 98020
425-967-0045 Phone
425-771-9588 Fax

**RETURN
TO:**

National Federation of Paralegal
Associations
PO Box 2016
Edmonds, WA 98020
425-967-0045 Phone
425-771-9588 Fax

**A \$40 nonrefundable fee must accompany this application.
PRINT OR TYPE.**

1. NAME OF PROVIDER/ASSOCIATION	
2. CONTACT PERSON	3. PHONE (AREA CODE) FAX (AREA CODE) E-MAIL ADDRESS
4. MAILING ADDRESS	5. STREET ADDRESS (IF DIFFERENT FROM MAILING ADDRESS)
6. <input type="checkbox"/> CHECK, IF YOU HAVE NOT RECEIVED NFPA CLE CREDIT DURING THE PRECEDING 2 YEARS	
7. TYPE OF PROVIDER (CHECK ALL THAT APPLY): <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> COMMERCIAL EDUCATOR <input type="checkbox"/> EDUCATIONAL INSTITUTION <input type="checkbox"/> GOV. AGENCY <input type="checkbox"/> STATE BAR <input type="checkbox"/> PROFESSIONAL ASSN. <input type="checkbox"/> NON-LEGAL PROF. ASSN. <input type="checkbox"/> OTHER	
8. LOCATION OF SEMINAR: SEMINAR TOPIC: SEMINAR SPEAKER: QUALIFICATIONS OF SPEAKER: (attach bio)	9. APPROVAL BY OTHER ORGANIZATIONS: GRANTED BY: DENIED OR REVOKED BY: (Specify Reasons)

NUMBER OF MINUTES FOR
PRESENTATION: (must be at least 45
minutes to receive ½ CLE credit, 60
minutes to receive 1 CLE credit) _____

10. CERTIFICATION: Provider acknowledges that the CLE credit will be revoked for noncompliance with the NFPA CLE guidelines or for failure to comply with the agreements and certifications contained in this form. Provider agrees to maintain a list of attendees for a period of 2 years and to make such lists available to NFPA upon request.

Seminar Topic must be address substantive law or professional issue(s) relevant to paralegals, not on career development such as job-hunting and non-paralegal career paths. Additionally, anniversary events or other social functions at which the speaker happens to be a legal professional but is not addressing substantive law or professional issue(s) relevant to paralegals will be considered ineligible for CLE credit.

Attach seminar agenda, description of topics and bio of speakers.

DATE:

PROVIDER:

BY:

(Signature)

(Print Name & Title)

NFPA CONTINUING LEGAL EDUCATION

AFFIDAVIT OF PRO BONO SERVICE

Paralegal Name:

Association Name: _____

Address:

Phone:

Fax: _____

E-mail:

Pro Bono Services performed (Specific program and/or services performed by the paralegal:

(Date)

(Signature of person certifying services)

(Printed Name)

(Title of person signing)

(Name of pro bono program/agency/firm)

(Address)

(Phone)

(Email)

This Affidavit should be mailed to the NFPA CLE Coordinator or to NFPA, PO Box 2016,
Edmonds, WA 98020.

425-967-0045 Phone

425-771-9588 Fax



PACE CLE Guidelines

To maintain your PACE credential you must take 12 CLE credits, including one in ethics, within two years of your passing the exam. The same requirement for CLE credits is required every two years thereafter. You can use up to three CLE credits (not used in the previous PACE registration) if they were obtained in the previous six months prior your last renewal. Ethics cannot be included in the carry-over CLE credits. For standards of the PACE criteria, see below.

1) Seminars, or the combination of seminars, must

a) Programs

- i) presented by an approved sponsor;
- ii) pre-approved for NFPA CLE credit; or
- iii) for which you have obtained NFPA CLE approval on your own by submitting an application to NFPA.

b) Total contact hours shall exceed three (3) hours. A "contact hour" shall be equal to sixty (60) minutes of classroom instruction. One contact hour is equivalent to one CLE credit.

c) Subject Matter

- i) substantive law issues;
- ii) the specific nature of the paralegal profession, such as enhancing computer skills or research techniques, increasing management skills, etc.;
- or
- iii) to validate that the one CLE credit is in ethics has been achieved, the seminar provider or CLE administrator must certify that ethics was a portion of the seminar, lecture or article, and specify the amount of time devoted to Ethics.

d) Documentation that meets that standards set in Texas and California for paralegal CLE credit will be accepted.

2) Instructing, speaking, or guest lecturing must be:

- a) for teaching, speaking, and guest lecturing at a seminar or course on substantive law or issues relevant to employed paralegals and/or paralegal students.

- b) at least one contact hour in length. Teaching part of a course or seminar that qualifies for CLE credit will equal two (2) CLE credits. A maximum of twelve (12) CLE credits will be awarded for a course or seminar presented.
- c) for a course that has received NFPA CLE credit by submitting an [application](#) to NFPA.

3) Authoring

- a) be for an article or publication on substantive law relevant to employed paralegals and paralegal students.
- b) be the author's original work product. The number of CLE credits to be awarded for each article qualifying for CLE credit based upon the length and content of the article.
- c) have received NFPA CLE credit by submitting an [application](#) to NFPA.

4) Self Study

Up to four (4) hours of CLE credit may be obtained for self-study.

- a) Any program proved by an [approved provider](#), including state and local bar associations, colleges and universities and local NFPA member associations, which are available on audio and/or video tape and have supporting written materials, will be accepted for CLE credit.
- b) Additionally, self-study of text books on substantive areas of law will be considered for CLE credit.
- c) In addition, to the CLE approval form required for unapproved programs, the applicant must supply the title of the program, if it is on tape, the number of minutes, the type of written material and a photocopy of the index to written materials or other documents demonstrating the number of hours of CLE approved and a personal certification by the RP of the date the program was completed.

5) Pro Bono

Up to four (4) hours of CLE credit will be granted for pro bono activities.

- a) An individual may apply for CLE credits for the delivery of pro bono legal services pursuant to NFPA's Model Code of Ethics and Professional Responsibility and Guidelines for Endorsement. The pro bono services must be substantive in nature and must be certified by an affidavit completed by the supervising attorney, program or agency coordinator or firm.
- b) An Affidavit of Pro Bono Services must be completed by the individual member and submitted to the CLE Coordinator.
- c) Continuing Legal Education non-ethics credits will be given for each three (3) hours of substantive pro bono services contributed by an individual.
- d) Upon completion of the pro bono services, an individual requesting

CLE credit, will submit to the CLE Coordinator for approval, an Affidavit of Pro Bono Service, stating the number of hours of pro bono services performed and that said services were substantive in nature. The CLE Coordinator will notify the applicant of the credits awarded. There is no cost for an individual NFPA member for said approval process. A non-NFPA member will need to submit the \$10 fee to obtain approval.

TO REGISTER

To maintain your PACE Registered Paralegal credential you must submit prior to the second anniversary of achieving your PACE RP status, the Registration form or any renewal thereof, to PACE, Credentialling Department,

Registration

- Supporting documentation for each CLE hour or credit:
 - (1) Verification from seminar provider of your attendance, the subject matter of the seminar and the number of hours attended for 1(a)(i) and 1(a)(ii).
 - (2) Verification of your attendance, the subject matter, the seminar and the number of CLE credits by the CLE Administrator/Coordinator for 1(a)(iii) above.
 - (3) Statement form NFPA's CLE Coordinator verifying NFPA credit and subject matter for 2 and 3 above.
- Application fee of \$25.

CLE Applications/Forms

Application for CLE credit <http://backup.paralegals.org/Calendar/appl-1.html>

Approved Provider CLE Approval Request <http://backup.paralegals.org/Calendar/prov-a.html>

Approved Provider Application form <http://backup.paralegals.org/Calendar/app-prov.html>

NFPA Member Association Application for Luncheon Event CLE Credit
http://backup.paralegals.org/Calendar/Forms/appasoc_lunch.htm

Application for CLE credit for Luncheon Event (non-NFPA member)
<http://backup.paralegals.org/Calendar/applunch.html>

Affidavit of Pro Bono Service <http://backup.paralegals.org/Calendar/probcle.html>