

**THE NORTH CAROLINA STATE BAR
BOARD OF PARALEGAL CERTIFICATION**

**217 E. Edenton Street
Post Office Box 25908
Raleigh, NC 27611
(919) 828-4620**

PARALEGAL'S REQUEST FOR APPROVAL OF A CPE ACTIVITY

Note: If advance approval is desired, this application and supporting documentation must be submitted at least 45 days prior to the date on which the activity is scheduled.

1. Name of Applicant: _____ CPID: _____
2. Address: _____ Telephone (_____) _____
3. Email Address: _____ Web Address: _____
4. Sponsor of CPE Activity: _____
5. Title of CPE Activity: _____
6. Type of Activity: Interactive computer program (on-line or on-demand) Live program, presenters and attendees on-site Live audio-only (telephone) hook-up Live audio and video transmission, with/without webcast Group video viewing
7. Date/Time of Live Activity: Begin (hour & date): _____ End (hour & date): _____
8. Location (city, state/country): _____
9. The CPE activity ___ was / ___ was not open to and advertised to paralegals outside of the firm/company.
10. Request for number of CPE minutes (for computer programs, give running time):
Ethics, professional responsibility, or professionalism (including substance abuse): _____ minutes
General/other (substantive law topics other than ethics, professional responsibility, or professionalism): _____ minutes
Total: _____ minutes
11. Attach an agenda showing the amount of time allotted to each topic, describing the subject matter covered under each topic, and identifying presenters by name and qualification.

Date: _____ Applicant: _____

Signature: _____

Title: _____

ACCREDITATION

Approval of the Board of Paralegal Certification is NOT required for any activity that has been approved for CLE credit by the North Carolina State Bar Board of Continuing Legal Education for members of the North Carolina State Bar.

CONTENT AND TIME REQUIREMENTS

1. Sixty (60) minutes are required to equal one CPE credit hour.
2. Only the time of actual instruction counts toward CPE credit hours.
3. Question and answer sessions are considered actual instruction and may be included for CPE credit.
4. No complete CPE activity may be less than 30 minutes in length. However, a program may include individual topics of less than 30 minutes in length.
5. CPE credit, when converted from minutes to hours, will be rounded **down** to the nearest quarter-hour.
6. CPE credit is not given for:

▪ Introductory remarks	▪ Breaks	▪ Business meetings
▪ Personal development programs	▪ Presentation on marketing a law practice or client development	
▪ Speeches in connection with banquets or other events that are primarily social	▪ Demonstrations of services or products with intent to sell	
7. Note, in reference to instruction in **professional responsibility/ethics/professionalism**, that programs so classified may **not** include topics such as fees, client development, communication skills, etc., except to the extent that professional responsibility is directly discussed in connection with such topics.
8. All activities, including computer programs, must be either live or interactive. No credit will be given for self-study. Video presentations must be scheduled for a minimum of three (3) certified paralegals or lawyers.
9. In-house continuing education (i.e., not open to and advertised to paralegals outside of the firm/company) shall not qualify for CPE credit.

FEE

No fee is charged to an individual certified paralegal seeking approval for a course that has not previously been accredited. However, if five (5) or more certified paralegals apply for approval of the same course, the sponsor may be required to pay the \$75.00 accreditation fee.

**SEE COMPLETE RULES AND FORMS ON THE PARALEGAL CERTIFICATION WEBSITE
www.nccertifiedparalegal.gov**