

## Board of Paralegal Certification

### Application for Designation as a Qualified Paralegal Studies Program

Name of Program: \_\_\_\_\_

URL: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Is the program an institutional member of the Southern Association of Colleges and Schools (SACS) or other national or regional accrediting agency recognized by the United States Department of Education? Yes / No

If so, please identify the national or regional accrediting agency and the initial date of membership:  
\_\_\_\_\_

Is the program ABA-approved? Yes / No Date approved: \_\_\_\_\_

If so, please sign here to verify and return the form: \_\_\_\_\_

If not, please complete the rest of this form.

Is the program an institutional member of the American Association for Paralegal Education (AAFPE)?  
Yes / No Initial date of membership: \_\_\_\_\_

Please attach the course catalog for your program and the syllabi for your legal specialty courses. Additional information may be requested.

**Failure to adequately complete or clarify the information required on this application may delay review and approval time.** Applications are reviewed by the board on a quarterly basis in February, May, August, and November each year.

G. Gray Wilson, Chair

Robert C. Bowers, Vice Chair

Shelby D. Benton, Robert C. Bowers, Teresa L. Bowling, Patricia Clapper, Howard L. Gum, Warren C. Hodges, Charity L. Inglis, Yolanda N. Smith  
Alice N. Mine, Director



# Application for Designation as a Qualified Paralegal Studies Program

## Qualified Program Checklist

Please indicate in the spaces provided below the page number(s) on which the following information can be found in the program materials you are providing with this application. Failure to provide this information may delay review and approval time.

*NOTE: One (1) semester credit hour = 15 contact hours (50 minutes = 1 contact hour)*

### Degree(s) Offered:

\_\_\_\_\_ Associate's Degree    Date this degree was initially offered: \_\_\_\_\_

This option requires at least 60 semester credit hours, or the equivalent, of general education courses and legal specialty courses. Of the 60 semester credit hours, at least 18 semester credit hours (270 contact hours), or the equivalent, must be legal specialty courses.

Total number of semester credit/contact hours for Associate's Degree: \_\_\_\_\_

Page(s) \_\_\_\_\_

\_\_\_\_\_ Bachelor's Degree    Date this degree was initially offered: \_\_\_\_\_

This option requires at least 60 semester credit hours, or the equivalent, of general education courses and legal specialty courses. Of the 60 semester credit hours, at least 18 semester credit hours (270 contact hours), or the equivalent, must be legal specialty courses.

Total number of semester credit/contact hours for Bachelor's Degree: \_\_\_\_\_

Page(s) \_\_\_\_\_

\_\_\_\_\_ Certificate Program    Date this degree was initially offered: \_\_\_\_\_

Students must already have either an Associate's Degree or a Bachelor's Degree which was composed of at least 60 semester credit hours, or the equivalent, of general education courses and the Certificate Program must consist of at least 18 semester credit hours (270 contact hours), or the equivalent, of legal specialty courses.

Total number of semester credit/contact hours for Certificate Program: \_\_\_\_\_

Page(s) \_\_\_\_\_



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## Legal Specialty Courses:

*For all of the following questions, indicate whether (and when) the answers have changed since the date(s) the degree(s) or certifications noted above were initially offered.*

Do all of your legal specialty courses cover substantive law or legal procedures and process developed for paralegals and emphasizing practical paralegal skills? Yes / No

Do you offer a course in Legal Research and Writing, including electronic resources, that consists of *at least* 1 semester credit hour or 15 contact hours? Yes / No Page(s) \_\_\_\_\_

Do you offer a course in Ethics and Professional Responsibility that consists of *at least* 1 semester credit hour or 15 contact hours? Yes / No Page(s) \_\_\_\_\_

Are students required to take at least 10 semester credits or 150 contact hours, or the equivalent, in traditional classroom instruction? Yes / No Page(s) \_\_\_\_\_

**\*\*Please note that programs that can be completed entirely online cannot be qualified at this time.\*\***

If some of the legal specialty courses are taught in an alternative format (such as online), are your instructors available for feedback and can you identify students submitting homework and taking examinations? Yes / No

As the person responsible for the paralegal program above, I verify that the information contained in this application is true and complete.

\_\_\_\_\_  
Signature Date

Title: \_\_\_\_\_