

# **DRAFT**

## **MANDATORY CONTINUING LEGAL EDUCATION** **FOR** **ILLINOIS PARALEGAL ASSOCIATION** **MEMBERSHIP**

The Illinois Paralegal Association (IPA) hereby establishes mandatory continuing education for membership in the Association. Members will be required to take a minimum of 6 hours CLE per year, with 1 hour being Ethics. CLE acquired will not carry over from year to year.

IPA defines a “paralegal” as a person qualified by education or work experience who is authorized to perform tasks requiring substantive legal knowledge that would otherwise by law, rule or ethics be performed exclusively by an attorney.

The program will consist of and incorporate the following standards and procedures:

### **I. Membership Certification Committee**

The Committee will consist of five (5) IPA members appointed by the Board of Directors. The Committee Chair will be appointed by the Board and will report to the Vice President or other designated Director as determined by the Board. The Vice President will act as the liaison to the Committee. Committee members shall not receive compensation for their services.

The Committee will examine the continuing legal education of each potential member as to whether the applicant meets the requirements as set forth below. If any applicant is denied membership by the Committee, the applicant may file an appeal to the Board within 30 days of receipt of the denial. The Board shall make the final determination on the appeal as to acceptance or denial.

### **II. Continuing Legal Education Requirement**

In order to renew annual membership, the renewing member must complete six (6) hours per year of Continuing Legal Education (CLE) with one of the of the six (6) hours being in Ethics.

One hour (60 minutes) of CLE is equal to one IPA CLE credit. All non-instructional portions of CLE programs (such as breaks and introductory remarks) will NOT be included in the credit hour computation.

Continuing Legal Education credits will be acquired between the months of June 1 to May 31 of the following year. The "Affidavit of Continuing Education," shall be submitted to the Committee.

CLE credits on the following subject matter will be accepted:

- A. Substantive law issues;
- B. Specific nature of the paralegal profession such as enhancing computer skills or research techniques, increasing management skills, etc.

CLE credits may be obtained in person, on-line or via audio or video from the following sources:

- A. Courses/seminars offered by the American Bar Association or any state or county bar association;
- B. Courses/seminars offered by approved national or state law-related organizations: American Trial Lawyers Association and Legal Assistant Management Association.
- C. Courses/seminars offered by any national or state paralegal association;
- D. Courses/seminars offered by any accredited education institution or organization : University and colleges, community colleges, and the American Association for Paralegal Education.
- E. Courses/seminars offered by professional education providers: Institute for Paralegal Education, Lexis/Nexis, West LegalEdcenter, Practicing Law Institute, and National Business Institute.
- F. Courses/seminars offered by any federal/state regulatory or government authority;
- G. In-house courses/seminars/programs offered by the applicant's employer;
- H. Self study programs provided by any of the entities listed in subparts (A) through (F) above which are available on audio and/or videotape and have supporting written materials. A maximum of four (4) CLE credits may be obtained in this manner;
- I. Teaching, speaking or guest lecturing at a seminar or course on substantive law or issues relevant to employed paralegals and/or paralegal students. A maximum of two (2) CLE credits per course or seminar presented may be obtained in this manner.

- J. Authoring an article or publication on substantive law relevant to employed paralegals and paralegal students. The article must be the IPA's member original work product. A maximum of one CLE credit may be obtained in this manner.
- K. Attending an IPA Seminar or Section lecture which has been designated by the IPA Board of Directors as qualifying for IPA CLE credit. IPA CLE credit will be awarded for each designated lecture attended. Total hours shall not exceed four (4) hours (one hour = 60 minutes is equal to one (1) CLE). Attendees will be required to sign an attendance sheet.

***NOTE: Copy of a registration form is not a proof of attendance. Completion of the "Affidavit of Continuing Education" is mandatory.***

### III. Revocation of IPA Membership

An IPA's membership may be revoked for the following reason:

The IPA member fails to complete the required six (6) hours of CLE credits as referenced in Section II above.

An IPA member may appeal the Committee's revocation decision upon written request to the Board within 30 days of receipt of the decision. Any member who has had his/her IPA membership revoked may not reapply for reinstatement for a period of one year from the date of the revocation.

**ILLINOIS PARALEGAL ASSOCIATION**  
**AFFIDAVIT OF CONTINUING EDUCATION**

NAME:

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HOME ADDRESS:

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HOME PHONE NO.: \_\_\_\_\_ CELL PHONE NO.: \_\_\_\_\_

CURRENT EMPLOYER:

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EMPLOYER ADDRESS:

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WORK PHONE NO.: \_\_\_\_\_ WORK FAX NO.: \_\_\_\_\_

E-MAIL ADDRESS:

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TITLE:

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ARE YOU A REGULAR MEMBER OF IPA? Yes \_\_\_ No \_\_\_

ARE YOU AN ASSOCIATE MEMBER OF IPA? Yes \_\_\_ No \_\_\_

**SOURCE OF CLE CREDIT (REMINDER: TO MAINTAIN MEMBERSHIP, SIX HOURS OF CLE MUST BE OBTAINED WITH ONE OF THE SIX HOURS BEING IN ETHICS.**

 COURSE/SEMINAR OFFERED BY ABA, STATE BAR ASSOCIATION, NATIONAL/STATE LAW-RELATED ORGANIZATION, NATIONAL/STATE PARALEGAL ASSOCIATION, ACCREDITED EDUCATION INSTITUTION, PROFESSIONAL EDUCATION PROVIDER, FEDERAL/STATE REGULATORY OR GOVERNMENT AUTHORITY, OR SELF-STUDY PROGRAM

(Reminder: A maximum of four hours of CLE credit may be obtained from self-study programs)

SPONSORING ORGANIZATION:

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TITLE OF COURSE/SEMINAR:

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DATE(S) ATTENDED:

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METHOD OF PRESENTATION:

- Faculty in room with participants
- Satellite/Webcast/On-Line
- Audio and/or Videotape presentation
- Other (please describe):

TOTAL NUMBER OF INSTRUCTIONAL HOURS ATTENDED (excluding Ethics): \_\_\_\_\_

TOTAL NUMBER OF ETHICS HOURS ATTENDED: \_\_\_\_\_



APPLICANT'S EMPLOYER (IN-HOUSE PROGRAM)

TITLE OF COURSE/SEMINAR:

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DATE(S) ATTENDED:

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METHOD OF PRESENTATION:

- Faculty in room with participants
- Satellite/Webcast/On-Line
- Audio and/or Videotape presentation
- Other (please describe):

TOTAL NUMBER OF INSTRUCTIONAL HOURS ATTENDED (excluding Ethics): \_\_\_\_\_

TOTAL NUMBER OF ETHICS HOURS ATTENDED: \_\_\_\_\_

EMPLOYER AFFIRMATION:

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 TEACHING, SPEAKING OR GUEST LECTURING

(Reminder: A maximum of two CLE credits per presentation may be obtained in this manner)

SPONSORING ORGANIZATION(S):

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TITLE(S) OF COURSE/SEMINAR:

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TITLE(S) OF PRESENTATION:

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DATE(S) PRESENTED:

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CITY & STATE WHERE PRESENTED:

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EXACT TOTAL NUMBER OF HOURS OF INSTRUCTION BY APPLICANT (excluding Ethics):

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EXACT TOTAL NUMBER OF HOURS OF ETHICS INSTRUCTION BY APPLICANT:

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CHECK ONE OF THE FOLLOWING:

I am the principal author of the written materials identified above.

I was assisted by others in the preparation of the written materials identified above. The hours recorded above for instructing the course are my hours and do not include any hours recorded by those who assisted me.



AUTHORING AN ARTICLE OR PUBLICATION

(Reminder: a maximum of one CLE credit may be obtained in this manner)

TITLE OF ARTICLE:

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PUBLICATION IN WHICH ARTICLE APPEARED:

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DATE OF PUBLICATION:

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CHECK ONE OF THE FOLLOWING:

I am the principal author of the article identified above.

I was assisted by others in the preparation of the article identified above.



ATTENDING AN IPA SEMINAR/SPECIALTY SECTION CLE LECTURE

(Reminder: a maximum of four CLE credit may be obtained in this manner)

TITLE(S) OF SEMINAR/SPECIALTY SECTION LECTURE:

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DATE(S) ATTENDED:

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METHOD OF PRESENTATION:

- Faculty in room with participants
- Satellite/Webcast/On-Line
- Audio and/or Videotape presentation
- Other (please describe):

TOTAL NUMBER OF INSTRUCTIONAL HOURS ATTENDED (excluding Ethics): \_\_\_\_\_

TOTAL NUMBER OF ETHICS HOURS ATTENDED: \_\_\_\_\_

**AFFIRMATION OF ILLINOIS PARALEGAL ASSOCIATION MEMBERSHIP**

I am currently employed as a paralegal and I am a member of IPA. I hereby affirm that the information contained on my "Affidavit of Continuing Education" for CLE Credit to Maintain IPA Membership" is true and correct to the best of my knowledge.

Date:

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Signature:

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Submit To:

ILLINOIS PARALEGAL ASSOCIATION

Attn: IPA CLE Membership Committee

**YOUR APPLICATION IS TO BE SUBMITTED BY JUNE 1 OF EACH YEAR. CLE IS REQUIRED BETWEEN JUNE 1 AND MAY 31. THE PROCESSING OF YOUR APPLICATION MAY BE IF YOUR APPLICATION IS INCOMPLETE, YOUR APPLICATION MAY BE REJECTED. IF THE APPLICATION IS COMPLETED WITH THE PROPER INFORMATION, YOU WILL RECEIVE AN EMAIL CONFIRMING THAT YOUR RENEWAL HAS BEEN APPROVED. PLEASE ALLOW THREE MONTHS FOR THE RENEWAL PROCESS.**