

Application for Approval of Continuing Paralegal Education

Board of Paralegal Certification, P.O. Box 608, Columbia, SC 29202

1. SPONSORING ORGANIZATION INFORMATION

NAME

ADDRESS

CITY: STATE: ZIP:

TELEPHONE: FAX:

EMAIL:

2. TITLE OF EDUCATIONAL ACTIVITY

3. DATE(S) Location(s)

4. REGISTRATION FEE:

5. WRITING SURFACE AVAILABLE: Yes No

6. METHODS OF PRESENTATION

- Faculty in Room with Participants Telephone to Broadcast Site
 Interactive Video Satellite
 Audio Presentation Videotape Presentation
 Internet On-Demand (Interactive) Discussion Leader present
 Live webcast Other:

7. MATERIALS DESCRIPTION

No materials supplied:

Distributed: Before Program At Program Other:

8. REQUIRED ATTACHMENTS TO THIS APPLICATION:

- Time Schedule/Agenda (Brochure, Outline, Description)
- Table of Contents
- Faculty Description
- Application Fee

9. CREDITS REQUESTED:

Indicate minutes of instruction not including breaks, meals or introductions:

General/Substantive: _____

Professional Responsibility: _____

Professionalism: _____

Total: _____

10. COURSE OUTLINE OR BROCHURE IS ATTACHED: YES NO

NOTIFICATION OF ACCREDITATION

The following action has been take on this application:

APPROVED for a total of ___ CPE credits

Including: ___ Professional Responsibility

___ Professionalism

Program approved for lawyers by CCLE NO FEE

Program by accredited sponsor NO FEE

SPONSOR APPLICATION FEE \$75

Check Number:

Course accreditation is granted on a fiscal year basis and expires on June 30 of the year in which the course application was approved. A new application must be submitted to retain SC CLE accreditation for the course in a subsequent year. An application for accreditation of an online, on-demand, teleconference, or in-house course must be received and approved prior to the presentation of the course.

INDIVIDUAL PARALEGAL APPLICATION FEE \$25

Check Number:

APPLICANT INFORMATION

(please print)

Sponsor Representative

Name:

Title:

Complete the following if filed by individual paralegal

Name:

Address:

City:

State:

Zip:

Contact Number:

Email:

X _____

Sign Here

Date:

CPE Standards

The following standards will be considered by the Board in granting, denying or withdrawal of accreditation of sponsors, programs, or parts of programs:

- A. Continuing education activities will be approved when the education experience is an organized program of learning dealing with matters directly related to the practice of law, professional responsibility, professionalism, or ethical obligations of paralegals, has significant intellectual or practical content, and has the primary objective of increasing the participant's professional competence and proficiency as a paralegal.
- B. A certified paralegal may receive credit for continuing education activities in which live instruction or recorded material is used. Recorded material includes videotaped or satellite transmitted programs and programs on electronic replay formats. A minimum of three certified paralegals must register to attend the presentation of a replayed prerecorded program. This requirement does not apply to participation from a remote location in the presentation of a live broadcast by telephone, satellite, or video conferencing equipment.
- C. A certified paralegal may receive credit for participation in a course online. An online course is an educational seminar available on a provider's website reached via the internet.
- D. Continuing education materials are to be prepared, and activities conducted, by an individual or group qualified by practical or academic experience in a setting physically suitable to the educational activity of the program and, when appropriate, equipped with suitable writing surfaces or sufficient space for taking notes.
- E. Thorough high quality and carefully prepared written materials must be distributed to all attendees at or before the time the course is presented. These may include written materials printed from a computer presentation, computer website, or CD-ROM.
- F. Any continuing legal education activity approved for lawyers by the South Carolina Commission on Continuing Legal Education and Specialization meets these standards.
- G. In-house continuing education offered by the paralegal's employer solely for the paralegal and self- study shall not qualify for CPE credit.
- H. A certified paralegal may receive credit for completion of a course offered by an ABA accredited law school for which academic credit may be earned. No more than six (6) CPE hours in any year may be earned by attending such courses. Credit shall be awarded as follows: 3.5 hours of credit for every quarter hour of credit assigned to the course by the educational institution, or 5.0 hours of CPE credit for every semester hour of credit assigned to the course by the educational institution.