

## **DID YOU KNOW?**

**DID YOU KNOW** that you can put your CLE certificates to good use? The following is important information from the NALS website on how to use your CLE certificates for an award:

The *NALS Continuing Legal Education (CLE) Award* is issued to any member who attains a minimum of 60 qualified hours of continuing education approved by NALS within a three-year period.

### **Rules and Regulations**

**Number of Required Credits:** A minimum of 60 credit/classroom hours in continuing education program courses approved by the association within a three-year period is required to qualify for the Continuing Legal Education Award. A credit hour is 60 minutes. The award shall consist of a certificate issued by the association that attests to the educational accomplishment of the member.

**Initial Applications:** Any member may apply for the initial award when the requirements have been completed. Application shall be made on the form approved by the association. Only continuing education courses completed during the three-year period immediately preceding the date of the application will be considered in determining whether the requirements have been met. When the award certificate is issued to a member, it is valid for a three year period beginning with the date the original application was approved.

**Renewal Applications:** Credit hours for renewal may be earned from the cutoff date of the members' last application. Once 60 hours have been accumulated, a member may apply at any time within the ensuing three year period.

**Filing Procedures:** All applications for the award shall be forwarded to and approved by the NALS Education and Certification Manager, whose decision shall be final. To apply for the award, forward to NALS Resource Center the application form, a \$25 processing fee, and completed category schedules. A copy of the last certificate must accompany the renewal application. Copies of other certificates, grade reports, or articles are not necessary.

**Time Prerequisites:** Credit shall be given for programs at least 30 minutes in length. Programs of less than 30 minutes duration will not be considered for this award.

**Verification/Documentation:** By signing the application for the CLE Award or renewal, you are certifying that the information furnished is complete and accurate. Any member filing a false report of education activities may be subject to disciplinary proceedings for engaging in unethical conduct under the NALS Bylaws and Standing Rules.

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## Category Schedules

- **Category A – Legal Education Programs and Legal Education College Courses  
Minimum 30 hours / Maximum 60 hours**

This category includes attendance at any organized program of legal learning such as workshops, symposiums, or lectures or serving as a panel discussion participant or seminar speaker. Video, motion picture, or sound tape presentations may also be used. (In these cases include the full title of the tape, the presenter, and the “running time”). Credit hours may also be earned for legal education college courses (actual class hours), provided applicant attains a grade of “C” or better. For these classes, count the actual clock hours. Although a college may refer to a course as a “three-hour course,” the class probably met at least 40 clock hours during the semester (so the applicant’s CLE credit would be 40 hours.)

- **Category B – Teaching and/or Seminar Preparation Time  
Maximum 25 hours**

Credit hours are to be calculated on the basis of three hours teaching preparation credit for each hour of presentation time on a topic that is presented for the first time. Repeat presentations qualify for one-half of the credits available for the initial presentation. Actual teach/seminar presentation time must be taken under Category A, F, or H, as appropriate.

- **Category C– Certification  
Maximum 50 hours**

Applicants attending chapter/state sponsored study groups or NALS examination preparation/cram course may earn credit hours. The total hours for an ALP and/or PLS cram course will be divided one-half legal education, one-half general education. The total hours for a full PP exam prep/cram course will be divided three-quarters legal education (Parts 2, 3 and 4), one-quarter general education (Part 1). The same ratio applies for those attending a PP study course. The total hours for a PP Part 4 exam prep/cram course are for legal education. For those attending portions of a PLS study course, the hours will be assigned as follows:

Applicants attaining ALP certification during the period covered by the application will earn 10 credit hours.

Applicants attaining PLS certification during the period covered by the application will earn 20 credit hours.

Applicants attaining PP certification during the period covered by the application will earn 30 credits for a full certification and 10 credits for those PLSs who take Part 4 only.

- **Category D – Completion of NALS Legal Training Course**

Applicants completing and receiving a Certificate of Completion for the NALS Legal Training Course (Basic or Advanced) during the period covered by the application will earn 32 credit hours per course. Some Legal Training Courses are approved for more than 32 hours, in which case applicants will receive the number of hours for which the course has been approved by the Resource Center.

- **Category E – General (job-related) Educational Programs and Courses**

- **Maximum 20 hours**

This category includes attendance at any workshop, symposium, lecture, or in-house seminar on a topic related to your job, but not legal-related. Such topics might include filing procedures, training on specific software, professional image and dress, etc.

- **Category F – Published Articles**

- **Maximum 10 hours or 2 hours x 5 articles**

A maximum of two credit hours per published legal writing (copies must be attached to the application) if published in national, state, or local publications published for members of this association, the bar association, or the legal profession in general, or for articles of chapters published in books for the use of the legal profession.

- National, state, or local publications published for the members of this association.
- National, state, or local publications published for the members of the bar association.
- National, state, or local publications published for the legal or legal support profession in general.
- National, state, or local publications (other than in-house). These articles must be of a legal nature.
- Articles of chapters published in books for the use of the legal or legal support profession.

- **Category G – Professional Enhancement Programs or Courses**

- **Maximum 20 hours**

This category includes: professional enhancement programs or courses in time management, stress, management, leadership, motivation, and human relations.

- **Category H – Self Study**

- **Maximum 10 hours**

Applicant's may claim time spend reading NALS publications, such as @LAW or time spent studying a certification exam.