

# Continuing Legal Education (CLE) Award Application for Members

## Continuing Legal Education Award

The NALS Continuing Legal Education 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. See the attached rules and regulations for the proper procedure to qualify and apply for the award.

### Do I really want an award? Of course you do!

- It will help you enhance your legal education.
- It will demonstrate your commitment to your profession.
- It will help you market yourself.
- It will look great on your resume.
- It will look smart on your office wall.
- It will impress your employer.
- It will make you feel great about yourself!

After you receive your award, you will want to continue earning credits for your renewal.

## Rules and Regulations for NALS Continuing Legal Education Award

### 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.

# Application for Continuing Legal Education Award or Renewal

(read rules and regulations carefully before completing the application)

Type or Print:

Name of Applicant: \_\_\_\_\_ Member #: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Chapter: \_\_\_\_\_ Member at Large: \_\_\_\_\_

Application is for:  Original: \_\_\_\_\_

Renewal (date of last certificate: \_\_\_\_\_)

Period Covered: \_\_\_\_\_ through \_\_\_\_\_  
(period covered must be within three years of application date)

- I have completed the minimum credit hours of educational activities required for CLE Award or Renewal as listed on the accompanying Category Schedule.
- I certify that the information furnished is, to the best of my knowledge, complete and accurate.

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

Return Form, Category Schedules, and \$25 Fee to:

NALS Education and Certification Manager  
NALs Resource Center  
8159 East 41st Street  
Tulsa, OK 74145  
918.582.5188  
Email: cert-edu@nals.org

If mailing, make checks payable to NALS. To charge the \$25 application fee to your credit card, complete the following:

Please check one:  Visa  MasterCard  Discover

Name of Cardholder: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

# Category Schedule

## 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.)

**Total 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.

**Total Hours:** \_\_\_\_\_

## 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 a ALS and 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:

- General Education
  - Part 1 Written Communications
  - Part 2 Office Procedures and Technology
- Legal Education
  - Part 3 Ethics and Judgment
  - Part 4 Legal Knowledge and Skills

Applicants attaining ALS 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.

**Total Hours:** \_\_\_\_\_

## 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.

**Total Hours:** \_\_\_\_\_

# Category Schedule

## 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.

Total Hours: \_\_\_\_\_

## Category F – Published Articles

### Maximum 10 hours or 2 hours x5 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.

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

Total Hours: \_\_\_\_\_

## 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.

Total Hours: \_\_\_\_\_

## Category H – Self Study

### Maximum 10 hours

Applicants may claim time spent reading NALS publications, such as @LAW or time spent studying a certification exam.

Total Hours: \_\_\_\_\_

## Recap:

Category A Total Hours \_\_\_\_\_

Category B Total Hours \_\_\_\_\_

Category C/D Total Hours \_\_\_\_\_

Category E Total Hours \_\_\_\_\_

Category F Total Hours \_\_\_\_\_

Category G Total Hours \_\_\_\_\_

Category H Total Hours \_\_\_\_\_

Total Credit Hours \_\_\_\_\_