

THE INFORMER

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Mission Statement

NALS is dedicated to enhancing the competencies of members in the legal services profession. It accomplishes its mission and supports the public interest through:

- Continuing legal education and resource materials
- Networking opportunities at the local, state, regional, and national levels
- Commitment to a Code of Ethics & Professional Responsibility
- Professional certification programs and designations



KEEPING COOL THIS SUMMER

Juanita E. Singleton

With the summer finally upon us, I wanted to give out tips on keeping cool in high temperatures. It's not only about dressing accordingly but taking preventive measures against medical illnesses such as heat strokes, heat exhaustion, dehydration and cramps.

Staying hydrated is very important especially when you are outdoors. If you exercise outside, think about bringing your fitness inside. If you prefer to exercise outdoors, do so early in the morning or late in the evening. One key factor in exercising outside during dangerously hot temperatures is decreasing your level of exertion and time spent outdoors.

I know it's summer and there are lots of barbeques, outdoor concerts, family picnics, etc., that may serve alcoholic beverages, avoid them at all cost during extreme high temperatures! It's best to stick with water or sports drinks for hydration purposes. Try to avoid heavy and hot foods. Consuming lighter foods and avoiding caffeine during high temperatures is a much safer way to go. If it is a must that you be outside during high temperatures, place cubes of ice in a freezer bag and take with you for a supply of cold water during the day.

The most logical tip is to stay indoors under an air conditioner as much as possible!!!

This is not an expert article only a few suggestion that I find to be beneficial during hot summer months.

Happy Summer!!!

NALS CLE AWARD

<http://www.nals.org/?page=CLEaward>

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.

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.

NALS SPECIALTY CERTIFICATE PROGRAM
<http://www.nals.org/?page=specialtycertificate>

The NALS Specialty Certificate Program is dedicated to identifying specialty areas of law in order to provide education that allows areas of expertise to be established. This program is for those who want to go above and beyond, set themselves apart from the competition, and make their area of expertise known!

NALS Specialty Areas

A full list of Specialty Certificate options are below:

Administrative Law	Estate Planning/Probate
Appellate Law	Family Law
Bankruptcy Law	Immigration Law
Business Law	Insurance Law
Civil Litigation	Intellectual Property
Contract Law	Juvenile Law
Corporate Law	Law Office Management
Criminal Law	Personal Injury Law
E-Discovery	Real Estate Law
Elder Law	Trial Management
Employment Law	

NALS Specialty Certificate Eligibility

Any certified Professional Paralegal (PP), Professional Legal Secretary (PLS) and/or Certified Legal Professional (CLP) may earn a Specialty Certificate after obtaining 50 CLE credit hours in one of the specialty tracks designated by NALS within a five-year validity period. Specialty Certificates will be valid for 5 years, after which time, a new application must be submitted in order to maintain a valid Specialty Certificate.

NALS Specialty Certificate Fees

- Members \$150
- Non-Members \$200

In order to obtain multiple specialty certificates, you must fill out an application form for each specialty and obtain the 50 CLE hours required in that specific track.

How Do I Obtain My Specialty Certificate?

You may participate in educational activities to earn continuing legal education (CLE) credit hours toward your specialty certificate. Be sure to obtain certificates of completion or other documentation confirming participation in educational activities. You’ll need to attach additional information to documentation as needed. These educational activities consist of the following:

Attendance at Seminars/Workshops/Webinars: You may earn CLE hours by attending conferences, seminars, workshops, chapter educational programs, webinars, etc. on topics related to the specialty area in which you are receiving your certificate. Events must be a minimum length of 30 minutes. Copies of certificates of attendance or other documentation confirming participation in the program are to be submitted with the completed application packet. Applicants should retain originals, as the NALS Resource Center discards submitted documents upon approval of the application. Included in this module is credit for watching videos or listening to audio on relevant topics. Except for topics related to the specialty, credit is not available for personal development and/or motivational programs. To request points for watching a video or listening to audio, complete Section A of the Specialty Certificate Application.

Seminars/Workshops Taught: You may earn CLE hours by teaching at conferences, seminars, workshops, webinars, chapter educational programs, etc. on topics related to the specialty area in which you are receiving your certificate. Seminars must be a minimum length of 30 minutes. One (1) teaching hour equals four (4) CLE credits, which includes credit for preparation and presentation time. Except for topics relating to the specialty area in which you are receiving your certificate, credit is not available for personal development and/or motivational programs. To request CLE for teaching educational programs, complete Section B of the Specialty Certificate Application. A copy of the seminar brochure verifying the applicant as a speaker or other documentation confirming applicant’s participation in the program is to be submitted with the completed application packet. Applicants should retain originals, as the NALS Resource Center discards submitted documents upon approval of the application.

Authoring Articles and Publications: Section C of the Specialty Certificate Application should be completed and

submitted, along with documentation verifying participation in authoring of articles or publications. This covers authoring articles regarding topics pertaining to your specialty track. Five (5) CLE hours are awarded for substantive articles.

Successful Completion of Postsecondary Education Courses: This module covers successful completion (Grade C or better) of relevant courses (courses related to the specialty tracks designated by NALS) at an accredited institution of higher education. Higher education institutions are generally organized into semesters (14 to 16 weeks in length providing “semester hours” or 10 to 12 weeks in length providing “quarter hours”). CLE credit hours are calculated on the basis of 15 CLE credits per semester hour and 10 CLE credits per quarter hour. Copies of transcripts or grade reports and official course descriptions are to be submitted with the completed renewal packet. Applicants should retain originals, as the NALS Resource Center discards submitted documents upon approval of the application.

Get Organized: Maintain a file with all of your CLE certificates and other documentation OR track your CLE credit hours online through NALS new Certification Journal Tool.

Submit the Following to the NALS Resource Center:

Specialty Certificate Application (PDF and online applications available at bottom of page)

Copies of original certificates or documentation pertaining to education credits. If you have uploaded documentation into your NALS Certification Journal, a transcript of your journal will suffice.

Fee in the amount of \$150 for members/\$200 for non members. Payment in the form of check (payable to NALS) or credit card (Visa, MasterCard, or Discover) will be accepted.

Return to:
NALS Resource Center
8159 East 41st St
Tulsa, OK 74145

Abbreviations

You may use a simple abbreviation, or you may spell out the entire specialty, whichever you prefer. NALS will predominately use a simple abbreviation when referencing Specialty Certificates on our correspondence. The following are examples of how Specialty Certificates may be abbreviated.

Simple Abbreviation Examples

PP-SC
PLS-SC

CLP-SC

PP, PLS-SC

Full Abbreviation Examples

PP-SC Civil Litigation

PLS-SC E-Discovery

CLP-SC Corporate Law

PP, PLS-SC Juvenile Law

Dates to Remember:

July 1, 2016	Early Bird Registration Deadline for NALS 65th Annual Conference & National Forum
Aug. 1, 2016	Application Deadline for September Certification Exams
Sept. 6, 2016	Membership Meeting Teleconference
Sept. 16-18, 2016	VALS Fall Institute, Richmond Va.
Sept. 24, 2016	PLS, PP, ALP Certificate Exam
Oct. 6-8, 2016	NALS 65th Annual Education Conference & National Forum
Oct. 10-14, 2016	Court Observance Week
Oct. 15, 2016	Application deadline for December ALP Exam
Nov. 1, 2016	Membership Meeting at Alexandria City Hall
Dec. 3, 2016	ALP Certification Exam
Jan. 3, 2017	Membership Meeting - Teleconference
Apr. 4, 2017	Membership Meeting at Alexandria City Hall - Election of Officers
Apr. 28-30, 2017	VALS Annual Convention, Roanoke, Va.

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This is your chapter newsletter. We welcome articles, news stories, reports, and opinions. If you have anything you would like to announce or contribute, please submit your information to Robin Wilson, PLS, at robin.wilson@alexandria.gov by **August 26, 2016** for inclusion in the next issue of the newsletter.

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