



# Certified Legal Assistant/ Certified Paralegal

## Review Course

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### Instructors:

- Connie Kretchmer, ACP
- Karen Douglas, J.D.
- Karla Rupiper, J.D.
- Ann Atkinson, ACP
- Janie Boswell, ACP

The CLA/CP Review Course assists applicants preparing for the CLA/CP® examination. This exam is administered by the National Association of Legal Assistants, Inc. (NALA). More than 16,020 paralegals in 50 states, the District of Columbia, and the Virgin Islands have been certified by NALA. Beginning in the fall of 2010, the exam will be delivered via computer based testing, instead of the paper-pencil method. Examinees in the Certified Paralegal program will complete the exams at approved testing centers. Detailed testing center information is located at [www.nala.org/ex-testctr.aspx](http://www.nala.org/ex-testctr.aspx)

Every CLA/CP® must demonstrate 5.0 units of continuing education every five years to maintain certification after it is earned. In addition to preparing applicants for the exam, *the CLA/CP Review Course is worth 2.4 units of CLAE credits to existing CLAs/CPs.*

Applications to complete the exam during the testing period of May 1 through May 31, 2011 should be sent to NALA Headquarters by April 1, 2011 (no later than April 10, 2011). Exam applications and testing information may be obtained directly from [www.nala.org](http://www.nala.org) (certification tab).  
Contact Loretta Phillips at (402) 444-5122 or Janie Boswell, ACP at (402) 351-2733 for questions regarding the review course. A minimum of six registrants is required for the class.

**Suggested Text:**  
Koerselman, CLA® Review Manual 3rd edition (TTP-West Paralegal Publishers)

### Class Schedule

Mon 03/07	Communications
Mon 03/14	General Law, including the American Legal System
Mon 03/21	Litigation, Administrative Law, & Criminal Law
Mon 03/28	Ethics, Human Relations, & Interviewing Techniques
Mon 04/04	Judgment & Analytical Ability
Mon 04/11	Legal Research
Mon 04/18	Probate & Business Organizations
Mon 04/25	Family Law, Contract Law, & Real Estate
Mon 05/02	Mock Exam & Final Review
<b>Course:</b>	11/AP BSAD 200N-70
<b>Dates:</b>	3/07/11 - 5/02/11
<b>Time:</b>	6:00-9:00 P.M.
<b>Place:</b>	Metro Community College South Omaha Campus- Library
<b>Room:</b>	Room A
<b>Fee:</b>	\$200.00

### To Register:

Call (402) 457-5231 with course number.

**Registration Deadline is 2/21/11**