



Pathway to the Paralegal Profession

The Vermont Paralegal Organization invites you to become a part of the Pathway to the Paralegal Profession Program¹. People with paralegal skills are in demand in Vermont right now. The VPO is creating a program to help people already working in the paralegal field supplement their existing skills and to teach skills to those who would like to enter the paralegal profession.

Our first program is an Introduction to Vermont Real Estate Law and Title Searching. We have invited Jim Knapp to present a twelve-week course covering an introduction to Vermont real estate law topics, including a brief history of the development of Vermont real estate law, conveyancing and transfers of real estate, estates and interests in land, common encumbrances, mortgages, taxation of real property, real estate transfer taxes, and land use regulations.

Each session will be 1 1/2 to 2 hours and will be scheduled Wednesday afternoons. The instruction sessions will be available as an online program provided through Zoom™, with an option for in person instruction in Burlington, subject to availability.

For those who are interested, there is a 6-week supplemental program that addresses the process of searching titles with direct experience in using online title examination resources. Registration in the 12-week Introduction to Vermont Real Estate Law is a prerequisite.

Individual tutorial sessions may also be available.

If interested in participating in this program, please sign up on-line with the appropriate payment through our VPO Website: <https://vtparalegal.org/Pathway-to-the-Paralegal-Profession>. If you are unable to sign up online, please complete the attached application and mail it along with a check for your payment to:

Vermont Paralegal Organization
P.O. Box 5755
Burlington, VT 05402-5755

¹ This program is produced by the Vermont Paralegal Organization and is not affiliated with any educational institution. Participating in this program does not result in credits for higher education purposes. The program is intended as a skills development program for those employed in the legal setting or seeking employment in a legal setting.

**REGISTRATION FOR
PATHWAY TO THE PARALEGAL PROFESSION**

**INTRODUCTION TO VERMONT REAL ESTATE LAW
12-WEEK TRAINING SESSION**

Start Date: August 23, 2023
Day/Time: Weekly, Wednesdays from 1:00-3:00 p.m.

Name: _____

Employer: _____

Address: _____

Phone/e-mail: _____

I am registering as: \$350 VPO Member
 \$425 VPO Non-Member²

If you are a non-member, please check the appropriate membership level you currently qualify for so that we may process a one-year membership for you as part of your registration³:

Voting Member -

Any person actively employed as a paralegal/legal assistant (see general membership criteria) residing or employed in the State of Vermont, AND fulfilling ONE of the following criteria at the time of application:

- A. Bachelor's degree in paralegal studies or an equivalent program + 6 months in-house paralegal training;
- B. Bachelor's degree with a paralegal certificate + 1 year in-house paralegal training;
- C. Bachelor's degree + 2 years in-house paralegal training;
- D. Associate's degree in paralegal studies or an equivalent program + 18 months in-house paralegal training;
- E. Associate's degree (or equivalent number of credits) with a paralegal certificate + 2 years in-house paralegal training;
- F. Associate's degree (or equivalent number of credits) + 2.5 years in-house paralegal training;
- G. High school diploma with a paralegal certificate + 3 years in-house paralegal training; or
- H. High school diploma + 5 years in-house paralegal training.

² This amount includes a one-year membership to the VPO. If applying online, please use code PATHWAYS2023 when completing your membership application: <https://vtparalegal.org/Membership-Application>.

³ You will be contacted by the Membership Chair for additional information needed to complete your application.

*Any person applying under criteria C, F or H is required to file an Employment Affidavit (attached) stating that 60% of the work performed is substantive legal work. A freelance / independent paralegal will be required to submit written verification from a supervising attorney that they have performed substantive legal work in the past 90 days. Forms are provided with this application.

Associate Member

- A. Any person who has been employed as a paralegal, who would otherwise qualify as a Voting Member, but who is not so employed at the time of application for membership or renewal;
- B. Any person who has attained a degree or certificate in a paralegal course of study from an accredited institution of higher education, and who wishes to acquire a membership in the Organization, but who is not employed as a paralegal or does not meet the general membership criteria at the time of application for membership or renewal.
- C. Any person who meets the general membership criteria but resides outside the State of Vermont; or
- D. Any person employed as a paralegal, but who has not yet met the criteria for voting membership.

Associate members shall have all of the privileges associated with membership, except the right to vote or hold elected offices. Upon satisfaction of the requirements for a Voting Member, an Associate member may become a Voting Member.

Student Member (non-voting)

Any person who is enrolled in a formal course of paralegal study at an accredited institution of higher education leading to a degree or certification or serving in a paralegal internship related to such a program, at the time of application for membership or renewal. Student members shall have all of the privileges associated with membership, except the right to vote or hold elected office.

Sustaining Member - Individual (non-voting)

Any person (i.e. paralegal coordinators, paralegal educators, paralegal managers, human resources) not qualifying under the above membership categories and interested in promoting the paralegal profession and supporting the goals and objectives of the Organization. Sustaining members do not have the right to vote, hold elected office or hold the position of committee chair. Individual Sustaining members will qualify for NFPA membership and receive benefits from said membership.

Sustaining Member - Corporate (non-voting)

Any partnership, association, Paralegal training program or other entity not qualifying under the above membership categories and interested in promoting the paralegal profession and supporting the goals and objectives of the Organization. Sustaining members do not have the right to vote, hold elected office or hold the position of committee chair. Corporate sustaining members do not qualify for NFPA membership and therefore do not receive any NFPA benefits.

**REGISTRATION FOR
PATHWAY TO THE PARALEGAL PROFESSION**

**INTRODUCTION TO TITLE SEARCHING
6-WEEK SUPPLEMENTAL TRAINING SESSION**

Start Date: November 2023

Day/Time: Weekly, Wednesdays 1-3:00 and/or Evenings 6-8:00 p.m.

This supplemental instruction offers six (6) weeks supplemental instruction in title searching and is available for an additional \$165 per person. Registration for Introduction to Vermont Real Estate Law is a prerequisite.

I am registering: \$165

Name: _____

Employer: _____

Address: _____

Phone/e-mail: _____

Pathways to the Paralegal Profession

Basic Principles of Real Estate Law

Course Objectives: Real estate law, as practiced in Vermont, is a complex subject area with many nuances. This course is intended as an introduction to basic concepts a paralegal practicing in a law firm would encounter, together with an introduction to common documents that are in use in a real estate practice. This basic course does not address title examination, reporting the results of a title examination, or the topic of title insurance. That subject would be addressed in an advanced course on real estate.

Proposed Schedule – Wednesday Afternoon 1-3

Session length – 1.5-2 hours each

Format: Zoom Conference with an option for preference for in person (assuming space availability)

Course Outline

Week	Unit	Topics	Projects / Notes
1 Aug 23	Property Law Basics	Introduction to the concepts of property law, historical elements, modern concepts of property law	
2 Aug 30	Conveyancing and Transfers	Types of deeds, execution and acknowledgement requirements, Powers of Attorney, estates in land, tenancies	
3 Sept 6	Property Descriptions	Property descriptions – forms of acceptable property descriptions, working with surveys; drafting deeds and related instruments	
4 Sept 13	Encumbrances	An introduction to the creation, operation, and termination of Easements; private regulation of land use through covenants, the effect of judgments and liens on property rights, and other types of encumbrances that affect title to property	
5 Sept 20	Financing real estate / mortgages and foreclosures	Basic principles of securing debts or other obligations using mortgages, and security interests; preparation of notes and mortgages for real estate transactions. The topic of	

		foreclosure of mortgages will also be introduced.	
6 Sept 27	Business entities in real estate transactions	Corporations, Limited Liability Companies, and Partnerships in real estate transactions	
7 Oct 4	Taxation	Property taxes, Real estate transaction Taxes	
8 Oct 11	Purchase and Sale Agreements,	Key provisions in Purchase and Sale Agreements for residential and commercial transactions	
9 Oct 18	Leases	Basic elements of leases and lease transactions, drafting leases	
10 Oct 25	Land Use Regulation	Zoning, Environmental Protection Rules, Act 250, Stormwater Regulations, Public Buildings	
11 Nov 1	Land Use Regulation continues	Basic elements of leases and lease transactions, drafting leases	
12 Nov 8	Special Topics	Common Interest Communities; TBD	