



## **Guidelines for Third-Party CLE Approvals**

1. Event can be conducted via in-person, telephone, webinar or any other electronic means.
2. Event to be sponsored by the following: NFPA or any NFPA member association; commercial seminar provider, i.e., NBI, Lorman, etc.; any bar association; any law-related organization; an accredited institution of higher education; in-house training that is law-related at a law firm or company.
3. One event hour equals one hour of CLE credit.
4. CLEs include attendance at seminars, webinars, courses, presentations, and workshops; authorship of legal-related articles; and presenting legal-related topics.
5. Subject matter must be of substantive law issues or must be oriented to the specific nature of the profession such as legal technology, legal research, paralegal management skills, issues related to the profession, updates related to specific areas of law, and skills applicable to specific areas of law.
6. Instructors must be an individual demonstrating sufficient expertise and knowledge to address the subject matter.
7. Applicant shall complete and submit the CLE Approval Application, class brochure/agenda/slides, evidence of attendance and presenter bio (if applicable), within three (3) months of CLE attendance. Documents should be emailed to [certification@vtparalegal.org](mailto:certification@vtparalegal.org).
8. Applications that include ethics programming must include the presenter's biography/resume.
9. The application will be reviewed by the Certification Ambassador ("CA"). In cases of denial by the CA, the CLE Coordinator ("CLEC") will review the application and make a determination. If both the CA and CLEC determine a denial or do not agree, then the application will be forwarded to the Board-appointed 3<sup>rd</sup> Party Neutral for review and final decision. This 3<sup>rd</sup> Party Neutral will be a current Board Member, appointed from time to time, for this purpose. Applicants will be informed of their approval or denial, within 60 days of receipt of an application.
10. The applicant may appeal a denial to the Board of Directors, for review at the next regularly-scheduled Board meeting.
11. The Certification Ambassador reserves the right to request further information from the Applicant at any time