



Presents:

## Pathway to the Paralegal Profession

The Vermont Paralegal Organization invites you to become a part of the Pathway to the Paralegal Profession Program<sup>1</sup>. 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 afternoons and evenings. The instruction sessions will be available as a hybrid program, with in person instruction in Burlington, and an online option provided through Zoom(tm).

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

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<sup>1</sup> *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.*

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

**REGISTRATION FOR  
PATHWAY TO THE PARALEGAL PROFESSION**

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

**Start Date:** November 15, 2022  
**Day/Time:** Weekly, Tuesdays from 1:00-3:00 p.m.

**Name:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone/e-mail:** \_\_\_\_\_

**I am registering as:**      \$325 Member  
                                       \$450 Non-Member<sup>2</sup>

**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 registration<sup>3</sup>:**

**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.*

*\*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.*

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<sup>2</sup> **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>.

<sup>3</sup> You will be contacted by the Membership Chair for additional information needed to complete your 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:** March 7, 2023

**Day/Time:** Weekly, Tuesdays 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:** \_\_\_\_\_