



VERMONT
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VIA FIRST CLASS MAIL

March 29, 2021

Jane Smith
PO Box 1
Burlington, VT 05401

Re: New Third-Party CLE Procedures

Dear Jane:

In response to the COVID-19 pandemic, the National Federation of Paralegal Associations (“NFPA”) changed the process of approving member organizations’ third-party CLEs. NFPA is no longer offering its online submission and approval portal for third-party sources, which many credentialed members were using in order to apply these valuable credits towards their renewals. However, NFPA now permits its member organizations to self-approve third-party member CLEs and the VPO Board has developed a no-cost approval program (the “Program”) to meet the needs of our credentialed members.

The Program consists of the following components, copies of which are enclosed:

1. Guidelines for Third-Party CLE Approvals;
2. Application for Approval;
3. Certification Flowchart; and
4. Model Certificate of Approval.

Please note that NFPA is still accepting credits from a list of seven approved providers, which includes local bar associations, among others. Refer to the FastTrack Procedures (page 7) on NFPA’s website: <https://www.paralegals.org/i4a/pages/index.cfm?pageid=3862>.

The new VPO Program provides a path for approving third-party CLEs that do not fit into NFPA’s list of approved providers. Examples of some of these situations are:

- Legal conferences;
- CLEs offered by providers such as *West*, *Bloomberg*, and *LexisNexis*;
- Title insurance companies;
- CLEs contracted with outside vendors that do not reflect the VBAs sponsorship; and
- Reading and summarizing authoritative publications.

This is only a short list of examples for which a credentialed member may apply for third-party CLE approvals, as we recognize that our members work in a wide range of practice areas and specialties.

The VPO encourages members to request a preliminary approval of a CLE that they are considering, in case of any doubt. However, a preliminary approval does not take the place of submitting the necessary application documents after completing the CLE.

The Program is now available to members, and we encourage you to contact Krista Cadieux, RP, Certification Ambassador, at certification@vtparalegal.org with any questions or to submit applications for CLE approval. Thank you in advance for allowing sufficient processing time for CLE approval in advance of your renewal date.

Sincerely,

Lucia White, CP
President
Vermont Paralegal Organization

Enclosures