

Study Tool for NALS Certification Examinations

NALS is a recognized leader in the development and implementation of continuing education in the legal profession. NALS has developed basic and advanced curricula for training beginning and experienced lawyer's assistants.

Benefits from offering the NALS Legal Training Course (LTC) include the following:

- i. Quality legal education for your members and community.
- ii. Membership growth.
- iii. Financial profit.
- iv. Recognition by the local bar.
- v. Training for the ALP and PLS exams.

Please refer to the NALS Store as a source for helpful books, including *The Lawyer's Assistant Curriculum and Guide for Study*. The Guide is a helpful tool for the class instructors.

The basic course is designed for individuals who have little law office experience or whose experience has been limited to a specialized area of the law. It is an excellent way to prepare for the ALP examination*. The Basic Manual for the Lawyer's Assistant with accompanying study guide is the primary text book for the basic course. The Gregg Reference Manual is also a recommended supplemental textbook.

The advanced course is designed for legal professionals who may be called upon to perform the duties of a lawyer's assistant or want to expand their current skills. It covers the same topics as the basic course, but in more depth, and assumes some knowledge of the law. It, too, is an excellent way to prepare for the PLS examination. The Advanced Manual for the Lawyer's Assistant,

along with its study guide, is the textbook for the advanced course. The course may also reference *The Gregg Reference Manual* and *The Basic Manual for the Lawyer's Assistant*.

NALS has established requirements for the course and prior approval must be obtained. A minimum of thirty-two (32) hours of classroom instruction are required for the basic course and thirty-six (36) hours for the advanced course. To successfully complete the course, registrants must attend a minimum of 80 percent of the scheduled classroom instruction and score 70 percent or above on the final examination.

* **Note:** The BLTC and ALTC can be used as study tools toward ALP, PLS, and PP certification, respectively. The references listed for the LTCs do NOT include all of the reference books necessary for those seeking certification. Check the NALS website to confirm the current reference books necessary for each certification exam.

NALS Legal Training Course: Sample Course Outlines

Basic Course Outline

Required Topics	Chapter
Overview of the Course and Orientation	1
Ethics	2
The Law Office	3
Computers in the Law Office	4
Accounting	5
Oral and Written Communications	6
Preparation of Legal Documents and the Law Library	7 & 8
The Courts	9
Litigation and Torts	11 & 13
Family Law	15
Real Estate	17
Estate Planning	18
Estates and Guardianships	19
Optional Topics (Two Required)	
Administrative Agencies	10
Contracts	12
Criminal Law	14
Business Organizations	16
Bankruptcy	20

Estates and Guardianships	21
Family Law	22
Business Organizations	23
Environmental Law	27
Optional Topics (Three Required)	
Law Office Management	3
Accounting	5
Administrative Agencies	9
Trial Preparation	10
Landlord and Tenant	19
Estate Planning	20
Bankruptcy	24
Taxation	25
Arbitration	26
Water Law	28
Oil and Gas Law`	29
Labor Law	30
Intellectual Property Law	31
Pension and Profit Sharing Plans	32
Workers' Compensation Law	33
Admiralty and Maritime Law	34
Antitrust Law	35
Immigration Law	36
Federal Civil Rights & Employment Discrimination Laws	37

Advanced Course Outline

Required Topics:	Chapter
Overview of the Course and Orientation	
Assumption of Responsibility for Career Development	1
Ethics	2
Computer Information Systems	4
Legal Writing and Legal Research	6 & 7
The Courts	8
Civil Procedure and Torts	11 & 13
Criminal Procedure	12
Personal Injury, Malpractice, and Products Liability	14, 15, & 16
Contracts	17
Real Estate Transactions	18

* Note: The basic course outline and the advanced course outline coordinate with The Basic Manual for The Lawyer's Assistant and the Advanced Manual for The Lawyer's Assistant, respectively, which can be used as a study tool towards certification. These course outlines do NOT include all of the topics or areas required for those seeking certification. Candidates seeking certification must study the appropriate reference books listed for each respective examination. Check the NALS website to confirm the current reference books necessary for each certification exam.

Legal Training Course Guideline Information

The following guidelines will assist you in planning and holding a successful Legal Training Course at your local chapter.

A. Select a Committee

Appoint a Legal Training Course Coordinator who will be responsible for record keeping and correspondence. In addition to sharing responsibility and workload, the advantages of having a committee work together to coordinate the Legal Training Course are that committee members have an increased opportunity to network, to use people skills, to participate in a team building activity, and to learn how to better solve problems. While working on a committee, each member has some phase during which he or she is the leader and each member learns what the project encompasses and how to chair it next time. When the course is successfully completed, more chapter members feel the pride and satisfaction of a job well done because they were an active part of that success.

B. Set up a Course Schedule

Each course must cover the required topics and at least two (basic) or three (advanced) optional topics. In-classroom instruction must total a minimum of thirty-two (32) hours (basic), thirty-six (36) hours (advanced). A minimum of three hours each should be allowed for a midterm exam, if applicable, and for the final exam (which is provided by NALS). Most of the topics listed in the course outline are covered in the textbooks. It is recommended that supplemental materials be incorporated into the classes. These are the minimum requirements for conducting a Legal Training Course. However, if your purpose is to prepare the students for certification exams, you should ensure your course is covering all the material in the exam by consulting the Resource Manual and the Lawyer's Assistant Curriculum Guide.

C. Coordinate Classroom Space

The classroom needs to be conducive to adult learning. Colleges, law firm conference rooms, community meeting halls, some high school classrooms, and library meeting rooms are examples of likely classroom space. The classroom should be well lit and needs to have adequate space for adult seating.

D. Coordinate Instructors

Instructors must be approved as part of the course approval. A local chapter's certified PPs or PLSs are an excellent source for instructors. Others in the legal profession, who have demonstrated a high skills level, may also be considered. A résumé is required of these individuals. Instructors should be provided information from the textbooks, teacher's manuals, and any mid-term examination topics for which they are

responsible. Remind the instructors to cover the textbook materials, and not just the topic as it applies to them locally. The final examination is supplied by NALS. The Legal Training Course coordinator is responsible for confirming schedules, topics, handout materials, and biographical sketches (résumé) of all instructors.

E. Determine a Registration Fee

Consider the following when determining what your registration fee will be: whether you have to pay for classroom space, pay an instructor, the cost of mailing flyers and advertising the course, copying charges for speakers' handouts and other information, speakers' gifts, the cost of the textbook(s) and study guide, and whether you will pay for the students to take the ALP examination. The student rate applies only to the national test date following the exam.

NALS charges a fee of \$10 for each participant. Upon payment of this fee, NALS will provide the final examination and a template for the Legal Training Course Coordinator to prepare Certificates of Completion.

The course fee should be established so that it is high enough to discourage dropouts but not so high that it hinders participation. Chapters generally charge \$100 to \$200 for members and \$150 to \$250 for nonmembers. You will need to establish a fee that is acceptable in your locale. The fee should be sufficient to cover all of the material, textbooks, NALS registration fee, and any miscellaneous expenses that are incurred by the chapter and provide the chapter with a substantial income.

F. Prior to Starting the Course, Obtain Approval from NALS

Complete the Legal Training Course Itinerary Form which includes topics, hours for each session, and a list of instructors with their appropriate titles. Include a résumé for all instructors who are not attorneys, judges, PPs, PLSs, or post-secondary instructors. Résumés of all instructors should be obtained for your promotional purposes.

Complete the Legal Training Course Approval Form and submit the forms to the NALS Resource Center, Certification and Education Manager, 8159 East 41st Street, Tulsa, OK 74145. The telephone number is (918) 582-5188, ext. 12. The facsimile number is (918) 582-5907 or e-mail: info@nals.org.

Legal Training Course Guideline Information

H. Advertising the Course

Get the word out in your legal community that you are sponsoring a Legal Training Course. If possible, advertise in the local bar association publication. Remember, your advertising should reflect the quality of education that you are providing.

Your Legal Training Course will also be advertised on the NALS website.

I. Order Textbooks

You will find useful information for ordering textbooks at the NALS Bookstore. The textbooks must be purchased from the publisher directly. Note: If offering the ALP examination at the end of the basic legal training course, additional references will be necessary. Check the NALS website for the current list of references needed for certification. Be sure to order your textbooks early.

J. Administer the Course

A committee member should be present at the beginning of the course to distribute books and other course materials. Ensure that all students are aware of the requirements for successful completion of the Legal Training Course. At each subsequent session, a monitor should be present to take attendance and assist the instructors as required.

NALS does not provide a midterm exam, although it is recommended that the Coordinator prepare one from the topics already covered. NALS does provide the final examination which may be given at the last session of the course. NALS recommends that three hours each be given to complete a midterm, if applicable, and the final examination. You will need to establish whether or not you will offer a make-up examination, as this must be completed within ten days following the completion of class. All students must meet the minimum attendance requirement in order to sit for (take) the NALS final examination.

After the course begins and within thirty days of the first class, you need to submit a list of registered students and a check for \$10 per student to the NALS Resource Center. The student registration/completion form may be used for this purpose.

K. Consider Offering the ALP Examination

See the next page for more details on how the students can apply for the ALP examination after successfully completing the Basic LTC. The coordinator should complete the notice of Intent to Offer ALP Exam and submit it as soon as possible, but no later than the ALP application deadline.

The Coordinator is responsible for collecting all student applications and fees for the ALP examination and should forward all applications and fees at the same time to the NALS Resource Center no later than the ALP application deadline date.

L. Order the Certificate of Completion

The Coordinator is responsible for verifying that each student meets the minimum attendance requirement and has achieved a minimum score of 70 percent on the NALS final examination. The Coordinator is to prepare a Certificate of Completion (from the template provided by the NALS Resource Center) to each student who meets these minimum requirements. Finally, the Coordinator is to submit a final Legal Training Course Student Record of Course Completion to the NALS Resource Center.

M. Issuing Certificates of Completion to the Students

The certificates can be mailed, or you may want to invite the students to a chapter meeting for presentation and additional networking.

Note: As an incentive or opportunity to solicit membership from the students, a chapter might discount its dues to students who have just completed the course.

You may also want to invite the instructors to this meeting to present a formal thank you.

N. Thank You

Follow-up thank you letters are always appropriate, not only to the instructors, but to the committee and the students as well.

O. ALP Examination

All those who meet the minimum attendance requirement of the Legal Training Course are eligible to take the ALP examination at the student rate, provided they take the ALP examination at the next nationally scheduled date. The decision of a chapter to offer the ALP exam, and/or include its cost in the registration fee, must be made early in the planning process. Including the cost of the ALP exam may lower the LTC dropout rate and provide additional motivation for the participants.

When the Notice of Intent to Offer the ALP examination is submitted to the NALS Resource Center, the Coordinator must include all students' ALP applications and fees at the same time. The Coordinator is responsible for locating a testing site and an administrator for the ALP examination.

Consider Offering the ALP Examination

ALP ... the basic certification for legal professionals

Persons who complete the Basic Legal Training Course are eligible to sit for the ALP examination on the next available testing date.

The ALP examination must be administered by a Certified PP or PLS or an individual who is employed as a full-time educator at the post-secondary level, with the approval of the NALS Certification Manager. Be sure to complete the Notice of Intent to Offer ALP Exam form and send it to the NALS Resource Center as soon as you decide you will be offering the ALP examination. The completed Notice of Intent form, all completed student ALP applications, and all fees are to be submitted by the Coordinator at the same time by the appropriate application deadline date.

The testing dates are as follows:

- First Saturday in March
Application deadline: January 15
- Third Saturday in May
Application deadline: April 10
- Last Saturday in September
Application deadline: August 1
- First Saturday in December
Application deadline: October 15

To ensure your training course is covering all the material in the ALP examination, please consult the NALS Certification Resource Manual, available through the NALS website.



Notice of Intent to Offer the ALP Exam Basic Legal Training Course

Sponsoring Chapter: _____

Location: _____

City: _____ State: _____ Zip: _____

LTC Coordinator: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime phone: _____ Evening phone: _____

ALP Exam Administrator: _____

Ship to/pick up (must be a street address) _____

City: _____ State: _____ Zip: _____

Daytime phone: _____ Evening phone: _____

Test site (location): _____

Test site address: _____

Test City: _____ Test State: _____ Test Zip: _____

Test period: First Sat. in March Third Sat. in May Last Sat. in Sept. First Sat. in Dec.
Postmarked by: January 15 April 10 August 1 October 15

Number of applications enclosed: _____ Amount enclosed: \$ _____

This form should be completed and sent to the NALS Resource Center as soon as possible after the course begins, but no later than the application deadline. Note: All completed ALP exam applications and fees must be sent with this form.

Checklist for Legal Training Course

- Committee meeting to discuss curriculum, instructors, site, dates, registration fee for the course. Determine what books are going to be used and whether the cost will be included in the registration fee or the students will be billed separately. Select Coordinator.
- Obtain the guidelines and forms available from the NALS website or from the NALS Resource Center.
- Complete the Legal Training Course Approval form and the Legal Training Course Itinerary form.
- Collect the required biographical sketches (résumés) and if possible, a résumé from every instructor.
- Request approval from NALS Resource Center, Education Manager.
Include the following:
 1. Topics to be covered.
 2. List of instructors with titles and the required résumés. (Retain a copy of all résumés.)
 3. Itinerary to include classroom hours and instructor for each session.
- Mail or fax the completed forms and all documentation to:

NALS Resource Center
Education and Certification Manager
8159 East 41st Street
Tulsa, OK 74145
fax to: 918-582-5907
- Confirm the classroom site.
- Prepare flyers and other advertising media. A sample is located on page 14.
- Order textbooks.
- Register students, hold first class, and distribute the textbooks. NOTE: The chapter may charge an additional fee for the books or include the cost in the registration fee. Make sure that you have planned for this event.
- Forward a list of the registered students and \$10 fee per student to the Resource Center within thirty (30) days from the start of the first session. Make all checks payable to NALS. DO NOT SEND CASH.
- Complete, if desired, the Notice of Intent to Offer the ALP Exam and send it with all completed ALP exam applications and fees to the NALS Resource Center prior to the application deadline date.
- Administer the final examination. An examination will be forwarded to you by the NALS Resource Center. Only make enough test copies for the current students; please DO NOT make extra copies.
- Complete the Legal Training Course Student Record of Course Completion and forward it to the NALS Resource Center. Include the students' names, the number of attendance hours, and the students' scores.
- Prepare Certificates of Completion from the template provided by the NALS Resource Center for all students who met the attendance requirement and who received a score on the Legal Training Course final examination greater than 70 percent. Complete thank you letters to instructors, students, and committee members.
- Conduct the ALP examination.

SAMPLE BUDGET

INCOME	SUGGESTED ESTIMATES	YOUR ESTIMATES
10 Members @ \$225	\$2,250.00	\$
5 nonmembers @ \$275	\$1,375.00	\$
TOTAL INCOME	\$3,625.00	\$
EXPENSES	SUGGESTED ESTIMATES	YOUR ESTIMATES
Student Fee to NALS (15 @ \$10/each)	\$150.00	\$
<i>The NALS Basic Manual For the Lawyer's Assistant</i> (15 @ \$70/each)	\$1,050.00	\$
<i>The NALS Basic Manual For the Lawyer's Assistant - Instructor's Manual</i>	\$0.00	\$
<i>The NALS Basic Manual For the Lawyer's Assistant - Student Study Guide</i> (15 @ \$23)	\$345.00	
NALS Certification Resource Manual	\$0.00	\$
<i>The Gregg Reference Manual</i> (Optional 15 @ \$120)	\$1,800.00	\$
Postage	\$15.00	\$
Advertising	\$120.00	\$
Miscellaneous	\$25.00	\$
ALP Examination (Optional 15 @ \$75*)	\$1,125.00	\$
TOTAL EXPENSES (including all optional materials)	\$3,010.00	\$
Net Profit with all optional expenses	\$615.00	\$

*Note: \$75 is the discounted student rate.

Prices listed on this sample may not be current. Visit the NALS website for all current prices.

NALS

Legal Training Course

PREPARE FOR YOUR CAREER!

SPONSORED BY THE

<CHAPTER
NAME HERE>

<DATES>

<TIMES>

<LOCATION>



SAMPLE LTC REGISTRATION FORM

Sponsored by: <Chapter Name Here>

The <chapter name here> is offering a study course using The Basic Manual for Lawyer's Assistant textbook and its accompanying student study guide. Additional books may be included with the course. <(if including the ALP exam, add the following: "as well as the Gregg Reference Manual")>

Classes will be held <day of week> evenings beginning <date> through <date> from <time> to <time> at the <location>.

Classes will be taught by attorneys, judges, Certified PPs and PLSs, or persons with expertise in a particular field. All classes focus on what is expected of a lawyer's assistant. A NALS Certificate of Completion will be awarded to all who attend at least 80 percent of the scheduled classes and obtain a passing grade of 70 percent or better on the final examination.

The classes are directed to those who specialize in a particular area of law and would like to expand their knowledge in other areas of the law and those with three years experience or less in the legal field. The Basic <Advanced> Legal Training Course is an excellent tool to assist in preparation for the NALS certification exams. Access the NALS website for more information regarding certification including references and fees.

For Course or Membership Information Contact:
<your chapter name, address, and phone number>

REGISTRATION FORM

Return to: <your name>
<your address>

Early Registration Ends
<date here>

PLEASE CHECK APPROPRIATE LINE(S):

\$\$\$\$ NALS Member (includes <list here what is included and their value> \$\$\$\$ Value)

\$\$\$\$ NALS Nonmember (includes <list here what is included and their value> \$\$\$\$ Value)

Please forward membership application.

\$ 35 additional late registration if after <date here for late payments>

Enclosed is a check made payable to <your chapter name here> in the amount of \$

Name _____

Employer _____ Office Phone: _____

Mailing Address _____

City _____ State _____ Zip _____

E-mail Address: _____

Legal Training Course Approval Form

(this form to be submitted to NALS for each Legal Training Course held)

Sponsoring Chapter: _____

Location: _____

City: _____ State: _____ Zip: _____

LTC Coordinator:

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Fax: _____ E-mail: _____

Course Planned: (check one)

Basic Advanced Total Class Hours: _____

Proposed Start: _____ Proposed End Date (including final exam): _____

Do you want your course listed on the NALS Web Site? Yes No

Course Information

Submit the following to NALS Resource Center:

	For Basic Course	For Advanced Course
30 Days after the first class meeting	List of registered Students • \$10 per student	List of registered Students • \$10 per student
Postmarked by October 15 for the December examination	Notice of Intent to Offer the ALP • ALP Exam applications with fees	
Postmarked by April 10 for the May examination	Notice of Intent to Offer the ALP • ALP Exam applications with fees	

For NALS Resource Center -- DO NOT COMPLETE

Date entered in NALS Certification Database: _____

Legal Training Course Itinerary Form

SESSION	HOURS	DATE & TIME	TOPICS	INSTRUCTOR
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
			Legal Training Course Final Examination	
			ALP Examination	

ALP Administrator _____

