

MyCAA Education & Training Plan (ETP)

The University of Texas at El Paso
Professional and Public Programs
101 W. Robinson Ave, Memorial Gym; Rm. 111 El Paso, TX 79968
915-747-7578
<http://www.ppp.utep.edu/>

Student Information:

Student Name: _____

School Issued Student ID: N/A

Program Name: Paralegal Certificate Program with Externship C.14.16

Program Type: Certificate

Program Duration: 6 Months

Scheduled Start Date: _____

Estimated Completion Date: _____

Course Delivery Format Online

Program Overview:

This program offers an in-depth view of the role paralegals play within the American legal system. Examining the myriad of skills used by paralegals everyday alongside the typical legal working environment, students will explore the common areas of law in which they'll likely be working, the various ethical considerations that may arise, and the sources of law they'll reference every day. Students will be offered an overview of traditional state and federal court systems including the implications and uses for alternative dispute resolution processes. Students will also be introduced to various career opportunities available to trained paralegals. This program provides students with a comprehensive understanding of professional responsibility in the legal field and how these laws apply to paralegals, specifically. In addition to the general legal ethical concepts presented in the course, students will research individual state professional responsibility rules as they apply to the overall field and to the paralegal role. Upon completion of this program, students will be able to recognize an ethical issue, categorize it, and research the possible solutions to the issue.

Certification/Licensure Eligibility upon Program Completion:

Students should have or be pursuing a high school diploma or GED.
There are no state approval and/or state requirements associated with this program.
There are several National Certification exams that are available to students who successfully complete this program:

- National Association of Legal Assistants (NALA) Certified Paralegal (CP) / Certified Legal Assistant (CLA) Exam
- Microsoft Office Specialist (MOS) Certification Exam.

Tuition Cost:

\$3,999

Course Breakdown:

Course/Program Code	Course/Program Title	Course Credits (if applicable)
UTEP-L-PARA	Paralegal Certificate Program with Externship	925 Contact Hours/ 92.5 CEU's

School Official Certification:

By my signature below, I certify the above information is true, accurate, complete, and being submitted on behalf of the institution named in this document.

Signature/Title of Authorized School Official

Date

School Official Printed First and Last Name

School Official E-mail and Phone Number