

## **A. LIMITED TIME WAIVER POLICIES**

### **1: RELATING TO QUALIFYING EXAMINATIONS**

In addition to the two qualifying examinations previously approved for the limited time waiver, the Board shall issue limited time waivers to applicants who have passed the substantially equivalent Professional Paralegal Exam conducted by NALS, the Association for Legal Professionals. Nothing about this policy changes the requirement that applicants for a limited time waiver satisfy the experience requirement.

## **B. EXAMINATION POLICIES**

### **1: RELATING TO THE CORE CURRICULUM EXAMINATION**

In order to satisfy the requirement of the core curriculum examination under Regulation 8, an applicant for initial licensure must take and pass the Paralegal Core Competency Exam (PCCE) administered by the National Federation of Paralegal Associations (NFPA).

Proof of passage must be submitted to the Washington State Bar Association no less than 20 days prior to the date of the practice area examination.

Any applicant who has received a waiver under Regulation 4 and who applies prior to December 31, 2018, will not be required to take and pass the PCCE and shall be considered to have met the requirements of the core curriculum examination.

## **C. INTERIM MANDATORY CONTINUING LEGAL EDUCATION POLICIES**

These policies build on APR 28 Regulation 14 and are designed to be in effect from July 2016 such time as LLLT regulations are incorporated into APR 11, after which LLLT MCLE will be governed by APR 11.

### **1: CREDITS/COMPUTATION**

A. Continuing education credit may be obtained by attending or participating in continuing education activities that have been approved by the LLLT Board's Mandatory Continuing Legal Education (MCLE) Committee pursuant to APR 28 and these policies.

B. A credit shall be awarded for each hour actually spent by an LLLT in attendance at or participation in an approved education activity. Credits are rounded to the nearest quarter hour.

C. Credit will not be given for time spent in meal breaks.

D. If an LLLT completes more credit hours than required in a given license year, the excess credit, up to five (5) credits, may be carried forward and applied to such LLLT's education requirement for the next license year. A maximum of two (2) professional responsibility credits may be carried forward. Such credits shall be reported to the MCLE Committee on or before August 1.

### **2: STANDARDS FOR APPROVAL**

The following standards shall be met by any course or activity for which approval is sought:

A. The course shall have significant intellectual or practical content and its primary objective shall be to increase the attendee's professional competence as an LLLT.

B. The course shall constitute an organized program of learning dealing with matters directly relating to the practice of law and/or to the professional responsibility or ethical obligations of an LLLT.



- C. Each faculty member shall be qualified by practical or academic experience to teach a specific subject.
- D. Thorough, high quality, and carefully prepared written materials should be distributed or accessible in printed or electronic form to all attendees during or immediately subsequent (no more than 10 days) after the applicable course. It is recognized that written materials are not suitable or readily available for some types of subjects, however the absence of written materials for distribution should be the exception and not the rule.

### **3: PROCEDURE FOR APPROVAL OF CONTINUING EDUCATION ACTIVITIES**

- A. An LLLT or sponsoring agency desiring approval of a continuing education activity shall submit to the MCLE Committee all information called for in a form and manner as prescribed by the Washington State Bar at least thirty (30) days prior to the date scheduled for the class, along with an application fee. The application fee shall be set by the LLLT Board with the approval of the WSBA Board of Governors. The fee and approved application shall be valid for all occurrences of the identical activity in the same license year.
- B. As to a course that has been approved, the sponsoring agency may announce, in informational brochures and/or registration materials: "This course has been approved by the MCLE Committee of the LLLT Board for \_\_\_ hours of credit."
- C. On the date of the continuing education activity, the sponsoring agency shall provide to each participating LLLT a copy of the course approval form or other document certifying the LLLT's attendance and completion of the continuing education activity.

### **4: STAFF DETERMINATIONS AND REVIEW**

- A. Staff shall respond in writing to all written requests for course approval and interpretation of the continuing education requirements of APR 28. The staff may seek a determination of the MCLE Committee before making such response. At each meeting of the MCLE Committee, the staff shall report on all determinations made since the last meeting of the MCLE Committee.
- B. The MCLE Committee may review any adverse determination of the staff upon request. An LLLT or the sponsoring agency affected may, at the discretion of the MCLE Committee Chair, present information to the MCLE Committee in writing, in person, or both. The MCLE Committee shall determine whether the provisions of APR 28, or the provisions of these regulations have been met and take such action as may be appropriate. The MCLE Committee shall advise the LLLT or sponsoring agency affected of its findings and any action taken.

### **5: SUBMISSION OF INFORMATION-REPORTING OF ATTENDANCE**

- A. Compliance Report. Each LLLT shall, on or before August 1 of each year, certify to the Bar completion of approved continuing education during the preceding license year.
- B. Late Fee. If an LLLT has not completed the minimum education requirement for the preceding license year by August 1, the LLLT will be assessed a late fee as approved by the LLLT Board and Board of Governors. Failure to comply with MCLE requirements of APR 28 and these policies may subject the LLLT to suspension of the license pursuant to APR 28 Regulation 15.

### **6: EXTENSIONS, WAIVERS, MODIFICATIONS**

The MCLE Committee may grant extensions, waivers, or modifications of these regulations in cases of undue hardship such as serious illness, extreme financial hardship, disability, or military service that affects the LLLT's ability to meet the requirements. Requests for extensions, waivers, or modifications shall be made in writing.

### **7: CONFIDENTIALITY**



The files and records of the MCLE Committee shall be deemed confidential and shall not be disclosed except in furtherance of the MCLE Committee's duties, or upon the request of an affected LLLT member or as directed by the Supreme Court.

