



FLORIDA ASSOCIATION OF LEGAL SUPPORT SPECIALISTS, INC.

APPLICATION FOR CONTINUING LEGAL EDUCATION AWARD

SECTION I - RULES AND REGULATIONS

Read carefully before completing application.

Overview:

The Florida Association of Legal Support Specialists, Inc. Continuing Legal Education Award (FALSS CLE Award) is bestowed upon any member who, within a two-year period of time, acquires 50 hours of verifiable, qualified legal education credits. All members who fulfill the requirements set forth below will be presented with the award certificate at the FALSS Meeting immediately following approval of the award application.

Application:

Application is open to current members in good standing of FALSS. Application for the FALSS CLE Award must be made on the most recent approved form for that purpose. Current forms may be obtained by writing to the Continuing Legal Education Chair, FALSS Association Headquarters, Post Office Box 161390, Altamonte Springs, Florida 32716-1390 or forms obtained online at www.falss.org. Applications must be made by one of the following methods:

1. Mailed in triplicate to the FALSS Continuing Legal Education Chair for review;
2. Upon receiving preapproval from the current Chair, scanned and emailed electronically to the FALSS Continuing Legal Education Chair for review.

Rejection of any application for any reason may be appealed to the FALSS Board of Directors.

Award Certificates:

Award Certificates will be presented to recipients of the award at the next FALSS Meeting immediately following approval of the award application. The Award Certificates will bear the name of the recipient, and the inclusive dates for which the award is being given.

Credit Verification:

A minimum of 50 hours of verifiable, qualified legal education credits received within the two-year period immediately preceding application are required to qualify for the FALSS CLE Award. Continuing education credits that fall within one of the categories detailed below will be considered qualified upon verification. Verification may be accomplished by attaching to the application copies of attendance certificates, grade reports, published articles, etc.

Credit Categories:

Category A. Legal Education Programs and Legal Education College Courses. A maximum of 50 hours may be earned under this category, with a minimum of 25 hours toward the overall award. This category includes attendance at any organized program of legal learning such as workshops, symposiums, or lectures or serving as a panel discussion participant or seminar speaker. Video, motion picture, or sound tape presentations may also be used. (In these cases include the full title of the tape, the presenter, and the running time,) Credit hours may also be earned for legal education college courses (actual class hours), provided applicant attains a grade of C or better. For these classes, count the actual clock hours. Although a college may refer to a course as a three-hour course, the class probably met at least 40 clock hours during the semester (so the applicant's CLE credit would be 40 hours).

Category B. Teaching and/or Seminar Preparation Time. A maximum of 25 hours may be earned under this category. Credit hours are to be calculated on the basis of three hours teaching preparation credit for each hour of presentation time on a topic that is presented for the first time. Repeat presentations qualify for one-half of the credits available for the initial presentation. Actual teaching/seminar presentation time must be taken under Category A, D, or F, as appropriate.

Category C. Certification. Applicants attaining Board Certification, ALS, CLA, CP, CLS, PLS, RP or equivalent* accreditation during the period covered by the application earn 15 credit hours. (Please note: Attaining the Florida Registered Paralegal designation does not qualify as Certification under this category, as no testing is required to attain such designation.)

Category D. General Educational Programs and Courses. A maximum of 10 hours may be earned through job-related general education programs and college courses. Examples of programs in this category include office or personnel administration, office technology, word processing, basic secretarial skills, grammar, accounting, filing systems, case management, and total quality management.

Category E. Published Articles. A maximum of two credit hours per published legal/educational writing (copies must be attached to the application) may be earned with a maximum of 10 hours credit (five articles), if such writings are published in a national, regional, state, or local publication published for the benefit of members of this association, for the benefit of members of the bar, for the benefit of the legal support profession in general, for the benefit of the legal profession in general, or if such writings are of a legal nature irrespective of where published.

Category F. Professional Enhancement Programs or Courses. A maximum of 10 hours may be earned through professional enhancement programs or courses in time management, stress management, leadership, motivation, and human relations.

Category G. Self Study. A maximum of 5 hours may be earned through self-study. The applicant may claim time spent reading the Legal Support Journal and/or FALSS Chapter publications. Also the applicant may claim time spent studying for a certification exam.

**Equivalency of accreditation is determined by type of subject matter, level of subject matter, and length of accreditation examination. For accreditation equivalents, contact the FALSS Director of Education.*

SECTION II - APPLICANT INFORMATION

Please print or type.

Personal Information:

Name as it will appear on certificate: _____

Mailing Address: _____

City: _____, State: _____, Zip Code: _____

Daytime Telephone: _____ Evening Telephone: _____

FALSS Member Number: _____ Chapter Affiliation: _____

Certificate Information:

Period Covered: _____, 20__ through _____, 20__

() Original Application

() Renewal Application (date of last certificate _____, 20__)

Attestation:

I have completed the minimum number of credit hours of educational activities required to received the Florida Association of Legal Support Specialist, Inc. Continuing Legal Education Award as listed on the accompanying credit schedule and verifying documents.

I certify that the information furnished is, to the best of my knowledge, complete and accurate.

I understand that by signing this application I am swearing or affirming under oath to the truthfulness of the claims made herein and that knowingly making a false statement violates the ethical code of the Florida Association of Legal Support Specialists, Inc., and that the punishment under Florida law for knowingly making a false statement includes fines and/or imprisonment.

Dated: _____, 20__ _____

(Signature of Applicant)

Category B: Teaching and/or Seminar Preparation Time.

DATE COMPLETED	ACTIVITY AND SPONSORING AGENCY	SUBJECT	VERIFICATION ATTACHED	CREDIT HOURS

Total Hours Category B: _____

Category C: Certification.

DATE CERTIFIED	ACTIVITY AND SPONSORING AGENCY	SUBJECT OR SPECIALTY AREA	VERIFICATION ATTACHED	CREDIT HOURS
	Board Certification			
	ALS Certification			
	CLA/CP Certification			
	CLS Certification			
	PLS Certification			
	RP Certification			

Total Hours Category C: _____

Category D: General Educational Programs and Courses.

DATE COMPLETED	ACTIVITY AND SPONSORING AGENCY	SUBJECT	VERIFICATION ATTACHED	CREDIT HOURS

Total Hours Category D: _____

Category E: Published Articles.

DATE COMPLETED	ACTIVITY AND SPONSORING AGENCY	SUBJECT	VERIFICATION ATTACHED	CREDIT HOURS

Total Hours Category E: _____

Category F: Professional Enhancement Programs or Courses.

DATE COMPLETED	ACTIVITY AND SPONSORING AGENCY	SUBJECT	VERIFICATION ATTACHED	CREDIT HOURS

Total Hours Category F: _____

Category G: Self Study.

DATE COMPLETED	ACTIVITY AND SPONSORING AGENCY	SUBJECT	VERIFICATION ATTACHED	CREDIT HOURS

Total Hours Category G: _____

FLORIDA ASSOCIATION OF LEGAL SUPPORT SPECIALISTS, INC.

*An Organization for Individuals in the Legal Field
Who Are Pursuing Professional Excellence*
www.falss.org



MAIL COMPLETED APPLICATION TO:

FALSS Association Headquarters
Attention: Continuing Legal Education Chair
Post Office Box 3961
Ocala, Florida 34478-3961

**** OR ****

FOR EMAILING COMPLETED APPLICATION OPTION:

Contact the current Continuing Legal Education Chair
for preapproval and instructions