

**CONTINUING LEGAL EDUCATION REQUIREMENTS  
FOR PARALEGAL DIVISION  
MEMBERSHIP RENEWAL**

As a renewing member of the Paralegal Division of the Utah State Bar, you must submit proof of attending at least 10 hours of continuing legal education (“CLE”) annually of which one hour is ethics. Enclosed is a certification form to use to report your CLE attendance.

Reporting Period. The annual reporting period for CLE compliance and membership renewal runs from July 1 to June 30. The CLE report form must be filed with the Paralegal Division annually and accompany the members’s application for renewal. CLE credits do not carry over into the next Reporting Period and are valid only for the Reporting period in which they are earned.

Form. The CLE certification form is to be used to report the CLE credits that you accumulate in the current Reporting Period. These credits are applied toward renewal of your Paralegal Division membership. This form requires the course or session name, date, sponsor and session hour(s). The CLE certification form will become part of your permanent membership file with the Paralegal Division.

Requirements. Members of the Paralegal Division shall complete a minimum of 10 hours of CLE during each Reporting Period. One of the 10 hours must contain and be approved as ethics CLE. Education requirements are waived for new members, but required for renewing members. Education requirements may be pro-rated for members who join the Paralegal Division between April 1 and June 30.

Relevancy. Relevancy is subject to approval by the Paralegal Division. If a session, course or seminar deals with any substantive law areas (i.e. litigation, probate, etc.), it is generally considered to be relevant. Any topics not directly dealing with substantive law areas may be considered for approval by the Paralegal Division on an individual basis, and employer attestation as to relevance may be required.

Sources of CLE. The requirement may be satisfied from any of the following sources, subject to approval as to relevancy by the Paralegal Division:

A. Seminars or classroom instruction offered by paralegal or legal assistant associations, established bar associations, universities, colleges or other approved sources dealing with one or more aspects of law and the legal profession; or

B. Seminars or classroom instruction offered by paralegal or legal assistant associations, established bar associations, universities, colleges, or by other approved sources, not directly concerned with law, which would be of some benefit to an individual working in the paralegal profession; or

C. Other continuing education in the legal field, such as viewing a video tape, attending in-house training, teaching a class, publishing a paper, taking the Certified Legal Assistant (“CLA”) exam, or doing any other relevant activity.

Questions and Requests for Approval. All requests for CLE credits are subject to approval of the Paralegal Division. Should you have any questions about membership renewal or the enclosed form, please submit your inquiry in writing to the Paralegal Division, Utah State Bar, Professional Standards Chair, 645 South 200 East, Salt Lake City, Utah 84111, with a copy of the supporting documentation. *(PLEASE **DO NOT** submit your inquiries to the CLE Department of the Utah State Bar or the Utah State Board of Continuing Legal Education.)*