

**Ohio State Bar Association Paralegal Certification Board
Subcommittee on Approval of Paralegal Continuing Education Programs**

***Standards and Guidelines for Approval of
Paralegal Continuing Education Programs***

The Paralegal Certification Board Subcommittee on Approval of Paralegal Continuing Education Programs will be composed of at least 2 members.

The Subcommittee is authorized to review requests for approval of continuing education programs submitted by recognized local, regional or national paralegal organizations for credit toward OSBA Paralegal Certification requirements. The Subcommittee will not accept requests from individuals.

All programs must be submitted for OSBA review at least 15 business days prior to an event.

The Subcommittee will accept and automatically approve all programs that have been previously approved by one or more of the following organizations: the Ohio Supreme Court Commission on CLE; NFPA; or NALA. If a program has not been pre-approved by one or more of these organizations, then the Subcommittee will consider the following criteria in rendering its decision:

1. substantive legal or law office practice focus
2. qualifications of the presenters
3. written materials (e.g., agendas, outlines, schedules, brochures, speaker biographies, speaker's written presentations)
4. experience and focus of presenting organization (e.g., regular CLE provider, academic institution, paralegal organization, law firm, etc.)
5. target audience (e.g., in-house event, public event)
6. skill or knowledge level of the program

The Subcommittee will render its decision within 10 business days.

If errors, mis-information or new information is discovered, the Subcommittee reserves the right to revoke its approval of a program.

The decision of the Subcommittee is final, and there is no right to an appeal.