

California Paraprofessional Program  
Licensing Requirements Adopted at February 26, 2021 Meeting

Requirement	Adopted Recommendations		
<b>Educational Prerequisites</b>	<p>JD or LLM degree from ABA or California Accredited or Registered law school; or Paralegal qualified under Business and Professions Code § 6450(c)</p> <ul style="list-style-type: none"> <li>The State Bar will review applications to determine eligibility.</li> </ul>		
<p><b>Educational Requirements</b></p> <p><b>[In addition to prerequisites set forth above]</b></p> <p><i>Coursework taken as part of a law school or paralegal program may satisfy the educational requirements set out above.<sup>1</sup></i></p>	<p>All practice areas</p> <ul style="list-style-type: none"> <li>3 credit hours Ethics and Professional Responsibility, including practice management and recognition and elimination of bias in the legal profession</li> <li>3 credit hours Pretrial Discovery and Evidence [practical and not theoretical]</li> <li>3 credit hours Court Procedure</li> <li>3 credit hours Court Advocacy</li> <li>1 unit trauma-informed representation</li> </ul> <p>Subject matter specific credits, including theoretical and practical</p> <ul style="list-style-type: none"> <li>Family Law: 9 credit hours <ul style="list-style-type: none"> <li>3 credit hours Family Law and Procedure <ul style="list-style-type: none"> <li>These credits may be satisfied by passing a test that covers the subject matters addressed in this course.</li> </ul> </li> <li>3 credit hours Advanced Family Law and Procedure, with a focus on helping self-represented parties for hearings and trial</li> </ul> </li> <li>Credit hours to be set based on the number of course hours projected to achieve competency in specific practice areas</li> </ul>		
<p><b>Practical Training (Experiential)</b></p> <p><i>Experience working as a paralegal or in a law school clinic may satisfy the experience requirements set out above, subject to certification by the supervising attorney or law clinic instructor that it meets the specified criteria.</i></p>	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>Requirements for Students</p> <ul style="list-style-type: none"> <li>1,000 hours over a minimum of 6 months</li> <li>500 hours must be in practice area in which paraprofessional will be licensed</li> <li>Must include trauma-informed training</li> </ul> <p>Each Practice Area Subcommittee to identify specific requirements</p> </td> <td style="vertical-align: top; width: 50%;"> <p>Requirements for Supervisors</p> <ul style="list-style-type: none"> <li>Active licensee for ≥ 4 years</li> <li>Provide training and counsel</li> <li>Assume responsibility for applicant’s activities</li> <li>Approve and sign documents prepared for clients</li> <li>Submit written declaration certifying applicant’s experience and training</li> </ul> <p>Supervision ≤ 5 applicants at a time</p> <p>Supervision incentives:</p> <ul style="list-style-type: none"> <li>1 hour CLE per 125 hours of supervision provided <ul style="list-style-type: none"> <li>CLE credit allowed for each person supervised</li> </ul> </li> <li>Online directory showing attorneys who have provided supervision to licensed paraprofessionals</li> <li>Funding provided to legal services programs for paraprofessional internships</li> </ul> </td> </tr> </table>	<p>Requirements for Students</p> <ul style="list-style-type: none"> <li>1,000 hours over a minimum of 6 months</li> <li>500 hours must be in practice area in which paraprofessional will be licensed</li> <li>Must include trauma-informed training</li> </ul> <p>Each Practice Area Subcommittee to identify specific requirements</p>	<p>Requirements for Supervisors</p> <ul style="list-style-type: none"> <li>Active licensee for ≥ 4 years</li> <li>Provide training and counsel</li> <li>Assume responsibility for applicant’s activities</li> <li>Approve and sign documents prepared for clients</li> <li>Submit written declaration certifying applicant’s experience and training</li> </ul> <p>Supervision ≤ 5 applicants at a time</p> <p>Supervision incentives:</p> <ul style="list-style-type: none"> <li>1 hour CLE per 125 hours of supervision provided <ul style="list-style-type: none"> <li>CLE credit allowed for each person supervised</li> </ul> </li> <li>Online directory showing attorneys who have provided supervision to licensed paraprofessionals</li> <li>Funding provided to legal services programs for paraprofessional internships</li> </ul>
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<sup>1</sup> The waiver process will require the development of educational standards for curriculum, specifying the components for each required course. Law schools and paralegal programs will be required to provide course descriptions for review, to ensure that the completion of the courses will allow for a waiver for the specified educational requirement. This process will require State Bar staffing resources to review waiver requests from applicants, to ensure that coursework complies with relevant requirements.

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Requirement	Adopted Recommendations
<b>Testing</b>	<ul style="list-style-type: none"><li>• Subject matter specific testing<ul style="list-style-type: none"><li>○ Subject matter subcommittees to recommend specific elements and parameters of testing</li></ul></li><li>• Professional Responsibility Exam modeled after attorney exam</li><li>• Tests to be developed and administered by State Bar</li></ul>
<b>Moral Character &amp; Background Check</b>	<ul style="list-style-type: none"><li>• Fingerprinting &amp; background check equivalent attorney requirements</li><li>• Not disbarred or resigned with charges pending in any jurisdiction</li><li>• Moral character determination requirements to mirror attorney requirements</li></ul>