

THE VOLUNTARY ILLINOIS ACCREDITED PARALEGAL (ILAP)

ACCREDITATION PROGRAM

In 2012, the IPA Board of Directors established a voluntary program for the accreditation of paralegals as a benefit to those paralegals who are regular* members of the IPA and who meet the qualifications set forth in the IPA's Voluntary Accreditation Plan. Each approved applicant will be granted permission to use the credential Illinois Accredited Paralegal (ILAP).

* Regular Membership is open to any person who is: (1) an Illinois resident employed as a paralegal on a full-time basis in the State of Illinois; or (2) a non-Illinois resident employed as a paralegal on a full-time basis in the State of Illinois; or (3) an Illinois resident employed as a paralegal on a full-time basis in any State contiguous to Illinois. Regular members shall be eligible to vote, hold elected office and chair committees.

OBJECTIVES

- 1) To raise and improve the professional standards of the Illinois paralegal by giving special recognition to individuals who have demonstrated a continuing desire to maintain high standards of excellence in the paralegal profession;
- 2) To encourage and promote the continuing education of Illinois paralegals; and
- 3) To have this credential/accreditation recognized by the legal community.

ELIGIBILITY

Applicant must be a current regular member in good standing in the Illinois Paralegal Association.

Applicant must satisfy Education/ Experience criteria.

Applicant must submit declarations from an attorney in good standing with the state in which authorized to practice law who will attest to his/her direct knowledge of the Applicant's skill level and his/her work as a Paralegal.

Certified copy of Applicant's official transcript(s) from the educational institution(s) attended OR a letter from the educational institution(s) OR a copy of the individual's diploma. Those individuals who have a paralegal credential approved and recognized by the IPA need only submit a copy of current letter/certificate of good standing.

EDUCATION/EXPERIENCE REQUIREMENTS

A Masters degree in paralegal studies from an accredited institution AND one (1) year of substantive paralegal experience.

A Masters degree in any discipline from an accredited institution AND a certificate from a paralegal program from an accredited institution AND one (1) year of substantive paralegal experience.

A Masters degree in any discipline from an accredited institution AND three (3) years of substantive paralegal experience;

A Bachelor degree in paralegal studies from an accredited institution AND one (1) year of substantive paralegal experience.

A Bachelor degree in any discipline from an accredited institution AND a certificate from a paralegal program from an accredited institution AND one (1) year of substantive paralegal experience.

A Bachelor degree in any discipline from an accredited institution AND three (3) years of substantive paralegal experience;

An Associate degree in paralegal studies from an accredited institution AND two (2) years of substantive paralegal experience;

An Associate degree in any discipline from an accredited institution AND a certificate from a paralegal program from an accredited institution AND two (2) years of substantive paralegal experience;

An Associate degree in any discipline from an accredited institution AND three (3) years of substantive paralegal experience;

Certificate in paralegal studies from an accredited institution AND four (4) years of substantive paralegal experience;

Five (5) years of substantive paralegal experience, or;

Designation of PACE Registered Paralegal (RP), Certified Legal Assistant or Certified Paralegal (CLA or CP) or other paralegal credential approved and recognized by the IPA.

FEES

Thirty-Five (\$35.00) Dollars non-refundable Processing Fee for initial two (2) year period.

Fifteen (\$15.00) Dollars non-refundable Processing Fee for each renewal period of two (2) years.

RENEWAL OF ACCREDITATION AND CONTINUING LEGAL EDUCATION REQUIREMENT

Renew Accreditation status every two years from the initial Accreditation date.

Complete twelve (12) hours of CLE with two (2) of the twelve (12) hours being in ethics.

Submit to the Committee the completed application for CLE credit, proof of completion of the requisite CLE hours, and the non-refundable two-year renewal fee in effect at the time of submission. At the time of renewal, an ILAP must be employed as a paralegal and must be a regular member of IPA.

ACCREDITATION COMMITTEE

The Committee will consist of five (5) voting IPA members appointed for a term of two (2) years by the IPA Board of Directors. The Committee Chair will report to the Vice President or other designated director as determined by the Board. Committee members shall not receive compensation for their services. The Committee will examine the qualifications of each applicant for Accreditation and will determine whether the applicant meets the requirements of Accreditation.