



PARALEGAL STUDIES CERTIFICATE PROGRAM

Frequently Asked Questions

1. What courses make up the *Paralegal Studies Certificate Program*?

The UC Davis Extension *Paralegal Studies Certificate Program* includes four courses in the following areas:

- Essential Skills for Paralegals
- Tort Law
- Contract Law
- California Procedures

2. How long is the program?

The online *Paralegal Studies Certificate Program* is a self-paced program that students have six months to complete. The classroom *Paralegal Studies Certificate Program*, which runs every summer, is a traditional structured program that lasts six months.

3. How much does it cost?

Tuition for the entire *Paralegal Studies Certificate Program* is \$6,595. The materials fee of approximately \$800 and any parking expenses are not included.

4. Is there a payment plan?

For the in-person Paralegal program (offered during the summer quarter) only, a convenient payment plan to fit your financial needs is available. Please contact us at (530) 757-8895 or businessinfo@ucde.ucdavis.edu for details.

5. Is the certificate program fully online?

Yes, the entire *Paralegal Studies Certificate Program* can be completed entirely online. You may work at your own pace, log-in at your convenience and complete the program in six months. Some students have completed the entire program in as little as three months.

6. Can you take each course individually?

No, the classes must be taken as an entire program. Students may not enroll in individual courses.

7. Can I transfer these credits to another institution?

Yes, the *Paralegal Studies Certificate Program* is offered for academic credit, which means that the units may be transferred to another institution. However, it is up to the institution that you are enrolling in whether they will accept the academic credit and how much of it they will accept.

8. Is there any financial aid that I could receive?

Yes, we have two lenders at UC Davis Extension who offer students loans. We do not accept Federal Student Aid since we are a non-profit organization. Please refer to the UC Davis Extension website for further details.

http://extension.ucdavis.edu/student_services/resources/financing.asp<http://www.extension.ucdavis.edu/>

9. Is there job placement for graduates?

All of our graduates have lifetime access to the ParaStudent website, which offers a number of resources, including a site listing job opportunities solely for our graduates.

10. Is this program ABA approved?

For a fee, the ABA approves programs that meet certain standards that they establish. Approximately 75-80 percent of the paralegal education programs in the country have opted not to pay for ABA approval. UC Davis Extension has determined that ABA approval will not enhance the quality of our curriculum. The UC Davis Extension *Paralegal Studies Certificate Program* curriculum has been approved by the UC Davis School of Law and is in compliance with the California Business and Professions Code 6450 through 6456. This program meets or exceeds the regulatory standard of 360 classroom hours.

11. Why choose the UC Davis Extension *Paralegal Studies Certificate Program*?

This program is unique in that it offers students the ability to complete the program in 3-6 months. This is an intensive, skills-based program that will give you the skills attorneys are looking for and which you will be expected to perform in the law firm.

12. Does the UC Davis Extension *Paralegal Studies Certificate Program* meet California's Paralegal Requirements?

Yes, the program meets California's Paralegal Requirements as outlined in the Business & Professions Code Sections 6450 through 6456. The California regulations require that a paralegal program offer either 24 semester units or an equivalent amount of hours related to law. This course meets or exceeds the regulatory standard of 360 classroom hours. In addition, students earn up to 21 quarter units of academic credit for the program. Students should expect to devote at least 360 hours of academic work of online and/or face-to-face instruction.

13. Who teaches the *Paralegal Studies Certificate Program*?

All of our instructors are highly qualified attorneys or judges who are members of the California Bar Association. The instructors have years of experience in the legal industry and provide valuable insight into the legal profession.

14. Will graduates be able to sit for the NFPA Pace exam and the NALA CLA exam?

The National Association of Legal Assistants (NALA) and the National Federation of Paralegal Associations (NFPA) offer voluntary examinations for a fee. No state requires that a paralegal take any exam, and the vast majority of paralegals have chosen not to take either exam. NALA

offers the CLA Examination, and NFPA offers the PACE Examination. If a student has a Bachelor's degree in any field and graduates from the UC Davis Extension *Paralegal Studies Certificate Program*, that student qualifies to sit for the CLA and/or PACE examinations.

Please note: The above organizations often alter requirements to sit for their exams. Contact those associations for the most current requirements to sit for those examinations.