

SECTION 9: CKP CONTINUING PARALEGAL EDUCATION

9.01 CPE Requirements

- (A) A CKP must earn a minimum of eight (8) credits of KPACC Approved CPE Activity annually which must include two (2) *CPE Ethics Credits*.
- (B) A CKP passing the CKP Exam administered in the Fall will be required to begin reporting CPE credits the following calendar year.
- (C) A CKP passing the CKP Exam administered in the Spring must earn a minimum of four (4) credits of KPACC approved CPE during the remainder of the initial calendar year of certification which must include one (1) *CPE Ethics Credit*.
- (D) The annual CPE Credits requirement is based upon a calendar year and must be completed by December 31 of each report year.
- (E) To receive credit for a CPE a CKP must report credits earned on a KPACC Approved CPE Certificate of Attendance to the KPACC not later than January 31 of the following calendar year. The KPACC approved CPE Certificate of Attendance shall be made available on the Kentucky Paralegal Association website or by request to the KPACC.
- (F) It is the responsibility of the CKP to secure and provide supporting documentation, including but not limited to, seminar brochure, outline, or other written material, to the KPACC with the KPACC approved CPE Certificate of Attendance.
- (G) A CKP who accumulates over eight (8) CPE credits during a calendar year may carry forward excess credits into the two successive calendar years for purposes of satisfying the minimum requirements for those years. Carry forward is limited to a total of sixteen (16) CPE credits, four (4) of which may be *CPE Ethics Credits*.

9.02 KPACC Approved Continuing Paralegal Education Credit Standards

- (A) A continuing paralegal education activity is approved for KPACC CPE credit if the Committee determines that the activity meets the criteria set out below under Section 9.02(B) and conforms to one or more of the following standards:
 - (1) The activity is conducted by a KPACC approved CPE sponsor, which shall include, but may not be limited to:
 - (a) Any legal and other education program sponsor conducting activity approved for CLE credit by the Kentucky Bar Association under SCR 3.662.

- (b) Any legal and other education program sponsored by the Kentucky Paralegal Association
- (c) Any legal and other education program sponsored by local paralegal associations within Kentucky
- (d) Any legal and other education program sponsor conducting activity approved for CLE credit by the American Bar Association.
- (e) Any legal and other education program sponsored by a national paralegal association, including, but not limited to, the National Association of Legal Assistants (NALA) or National Federation of Paralegal Associations (NFPA).
- (f) Paralegal studies or legal education courses within a curriculum approved by the American Bar Association (ABA) or in substantial compliance with ABA approval guidelines, or offered by an ABA accredited law school within the state of Kentucky, may be eligible for CPE credit provided that the CKP is registered for the class for credit or by audit with the university's registrar and the CKP completes the course as required by the terms of registration. CPE credit for attending a paralegal studies or legal education course shall equal the number of credit hours awarded by the college or university for successful completion of the course. A maximum of two (2) credits earned per calendar year for paralegal studies or legal education courses may be applied to meet the minimum requirements set forth in Section 9.01.
- (g) Courses taken in preparation for non-KPA sponsored paralegal certification or legal-related specialty exams, including courses sponsored by the National Association of Legal Assistants (NALA) for Certified Paralegal (CP) and Certified Legal Assistant (CLA) credentials and the National Federation of Paralegal Associations for the PACE RP® credential. A maximum of two (2) credits earned per calendar year for such courses may be applied to meet the minimum requirements set forth in Section 9.01.
- (h) Successful completion of the National Association of Legal Assistants (NALA) or National Federation of Paralegal Associations (NFPA) certification or specialty exams. A maximum of two (2) credits earned per calendar year for passing such exams may be applied to meet the minimum requirements set forth in Section 9.01.

OR

- (2) In-house activity sponsored by a single law firm, single corporate law department, or single governmental office for paralegals who

work under the supervision of the attorneys of the firm, department or office if all standards set forth herein for approval are met and if at least half the instruction is provided by qualified persons having no continuing relationship or employment with the sponsoring firm, department or agency. A maximum of two (2) credits earned per calendar year for in-house activity may be applied to meet the minimum requirement set forth in Section 9.01. Should this in-house activity be presented by technological transmission, any such credits shall be applied to the four (4) credit maximum set forth in Section 9.01(A)(3).

- (3) Activity that conforms to the standards of this section may be presented live or by technological transmission, including video tape, audio tape, live broadcast transmission, satellite simulcast, teleconference, video conference, CD-ROM, data conference, computer on-line services, web cast, or other appropriate technology as approved by the KPACC. A maximum of four (4) credits earned per calendar year for technologically-transmitted activity may be applied to meet the minimum requirement set forth in Section 9.01(A).
- (B) All continuing paralegal education activity must meet the following criteria to be eligible for CPE credit:
- (1) The activity is an organized program of learning including a course of study, workshop, symposium or lecture, which contributes directly to the legal competence of a paralegal.
 - (2) The activity deals primarily with substantive legal issues directly related to paralegal practice and includes consideration of any related issues of legal ethics or professional responsibility.
 - (3) The activity has significant intellectual or practical content which is timely.
 - (4) The activity must be offered by a sponsor having substantial, recent experience and ability in offering continuing legal or law-related education. Demonstrated ability arises partly from the extent to which individuals with legal training or educational experience are involved in the planning, instruction and supervision of the activity.
 - (5) The activity itself must be taught and conducted by an individual or group qualified by practical or academic experience.
- (C) Other legal and other law-related education programs may be pre-approved for CPE credit upon application to the Committee. Application for accreditation shall be made to the Committee using the KPACC

approved sponsor form not less than thirty (30) days in advance of the scheduled date of the activity.

- (1) To receive approval, the application must include sufficient documentation that the activity for which accreditation is sought will meet the standards set forth in Section 9.02(B). Written copies of presentation materials must accompany applications for KPACC CPE credit approval. Where appropriate, a narrative summary of the material presented may be sufficient.
- (2) Sponsors of KPACC approved CPE activities shall comply with all requirements and obligations set forth herein.
- (3) No sponsor shall advertise being a KPACC approved CPE sponsor without express written approval from the Committee.
- (4) Approval of activities may be withdrawn by the KPACC in cases where there is evidence that any of the above standards and criteria have not been met or that circumstances surrounding the actual content or transmission of the activity are not as originally represented to the Committee during the application process such that withdrawal of accreditation is warranted.

9.03 KPACC Non-Qualifying Continuing Paralegal Education Standards

The following categories of activities are not approved by the KPACC as continuing paralegal education activity and shall not qualify for CPE credit.

- (A) Activities designed primarily for clerical or administrative functions.
- (B) Home study or self-study.
- (C) Correspondence classes.
- (D) Programs taken in preparation for licensure exams for non-paralegal professionals.
- (E) Business meetings or committee meetings of paralegal and law-related associations.
- (F) Activity completed prior to successful completion of the Certified Kentucky Paralegal exam and notification to the CKP of certified status.