

UCLA Extension

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Business, Management & Legal

Paralegal Studies Certificate

Now in 2 Locations: Westwood & Downtown Los Angeles

Paralegals Are in High Demand!

According to the Bureau of Labor Statistics, the paralegal occupation is projected to grow at a rate of 18% from 2010-2020. As job competition rises, paralegals with high caliber professional development and a paralegal certificate from an ABA-approved school will have the best opportunities.

Launch your paralegal career with UCLA Extension, which is now serving the Los Angeles legal community from 2 convenient locations—Westwood and Downtown L.A.



What Is a Paralegal?

The American Bar Association (ABA) defines a paralegal as “a person, qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, government agency, or other entity and who performs specifically delegated substantive work for which a lawyer is responsible.”

While paralegals do not practice law, they are a critical part of a legal team and work under the supervision of a licensed attorney. Law firms, companies, government agencies, and organizations depend on paralegals to provide ethical and cost-effective assistance to research legal issues; conduct interviews and fact investigation; prepare court filings; manage documents; and monitor pending transactions, potential claims, and lawsuits.

Paralegals may not provide legal services directly to the public except as permitted by law.

Why Choose the UCLA Extension Paralegal Training Program?

We are ABA-approved

For over 40 years, UCLA Extension’s Paralegal Training Program (PTP) has been at the forefront of preparing individuals for successful careers as paralegals. The PTP was one of the first programs to be approved by the American Bar Association as meeting high standards in instructor selection, academics, resources, curriculum, programming, administration, and student services. Today, the PTP continues its tradition of excellence in paralegal education as an ABA-approved program that is well respected in the legal community.

Our instructors are approved by the UCLA School of Law

The best instruction comes from those with real-world experience, so our instructors are practicing attorneys, judges, paralegals, and other legal professionals selected from a broad spectrum of the legal community to expose students to a variety of legal styles and practice areas.

All of our instructors are approved by the UCLA School of Law. Some are also graduates of our program and after working as paralegals have gone on to careers as practicing attorneys or judges. These instructors bring a unique perspective to the classroom experience for our students.



Applying to the Program

Admission Requirements

Applicants must have a baccalaureate or higher degree from an academically accredited college or university. Exceptions to this core academic requirement can be made for those presenting evidence of sustained professional achievement, military service, or significant volunteer experience, in combination with 60 semester or 90 quarter units (or hours) earned from an academically accredited college or university. At least 18 semester or 27 quarter units (or hours) must be considered general educational courses as defined by the ABA in at least three different disciplines. General education courses defined by the ABA include college level courses which provide students with critical reasoning and writing skills such as social and behavioral science, English composition and literature, foreign language, mathematics, humanities, and natural science. Courses designed to develop professional, vocational, and technical skills are not considered general education. For more information, please visit uclaextension.edu/ptp.

Application Process

All applicants must be accepted into the program before enrolling. If you have the minimum educational requirements, complete and submit an application. Applications can be obtained online at uclaextension.edu/ptp12 or at the UCLA Extension PTP Office.

Submit your completed application:

- In person or by mail: Paralegal Training Program
10995 Le Conte Ave., Rm. 517, Los Angeles, CA 90024
- By fax: (310) 825-9242 or
- By email: paralegal@uclaextension.edu

A screening committee reviews your application and considers a combination of factors in making its decision: academic and work history, life experience, professionalism, writing ability, and capacity to meet the rigors and requirements of the program. If you are accepted, you can enroll in the program by making timely payment of the tuition. You also need to have your college or university forward official transcripts or, for international students, an official transcript evaluation report.

Note: Official transcripts must be delivered in sealed envelopes issued by the submitting institution and will not be accepted by fax.

Frequently Asked Questions

How successful are PTP graduates in finding work?

A majority of graduates using our placement services find paralegal positions within a reasonable time after graduation. While participation in the program cannot guarantee employment, we are pleased by the success our graduates have in finding work as paralegals.

Will I be able to find work without a law office background?

The majority of our students lack law office experience, but this does not prevent them from finding employment as a paralegal. Employers have found that trained paralegals contribute to improved office workflow, productivity, and profitability. Attorneys who employ our graduates can devote more time to more challenging legal work and increase their efficiency in their law practice.

What does it mean for a paralegal program to be approved by the ABA?

To be ABA approved, a program must be sponsored by an institution that is accredited by an accrediting agency on an approved list. The program must also meet standards relating to administration, resources, curriculum and academic policies, faculty and program direction, admissions standards and practices, and student services. Approval is granted for 7 years.

Lifetime Career Services & Counseling

Career Services

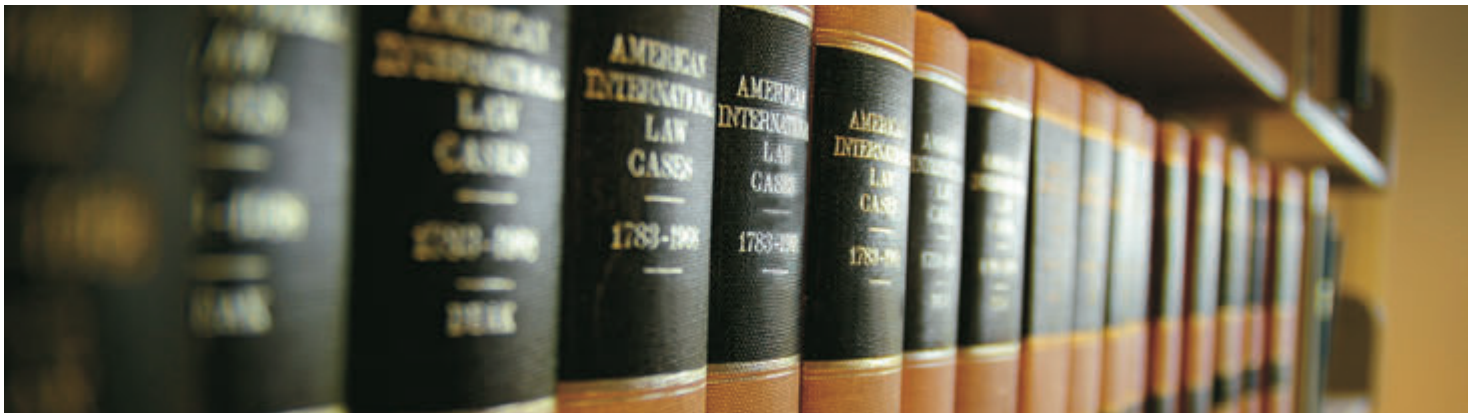
We value long-term relationships with our graduates by providing lifetime career assistance. Our graduates can call on our career counseling and job search services at any time for as long as they need assistance. Our 2 locations are centrally located within the Los Angeles job market, making us an important resource for unique employment opportunities with law firms, businesses, agencies, and organizations.

We help students and graduates achieve their career goals in several ways. Our services include:

- A current online job board exclusive to program graduates
- Individualized career counseling
- Resumé and cover letter reviews
- Interview preparation sessions
- Career development workshops
- Alumni association events
- Resources for legal internships and volunteering opportunities

While job placement is not guaranteed and students must strive to gain employment, we offer many resources to assist in a fruitful job search.

Our online job board is available only to program participants and graduates, and gives candidates access to the latest job openings in the legal profession. We believe in networking and involvement to strengthen your job outlook. We work closely with professional paralegal associations so that our students and graduates can participate in events, network with other legal professionals, and continue to develop their careers long after graduation. We utilize our alumni association and social media sites to stay connected with the legacy of success that our graduates maintain.



Paralegal Studies Certificate

Our nationally recognized certificate encompasses major legal subjects with an emphasis on the practical applications of the material covered. The PTP program provides relevant coursework for students considering a paralegal career, or for legal professionals who wish to expand their knowledge and career prospects in this highly competitive field.

Program Goals

To prepare candidates to:

- Function as ethical, effective, and efficient professional paralegals in law firms, businesses, government, and nonprofit organizations
- Perform a wide variety of legal work under the supervision of attorneys
- Adapt easily to the changing role of the paralegal and the changing needs of the legal community

All candidates completing the program are awarded a certificate that bears the gold seal of the University of California and is signed by the Dean of UCLA Extension.

Program Curriculum*

Introduction

- Program Orientation
- The Paralegal Profession

Common Law

- Contracts
- Torts and Personal Injury
- Criminal Law and Procedure
- Real Property

Practical Paralegal Skills

- Legal Research and Writing:
Part I—Basic Tools
- Legal Technology and Practical Skills
- Legal Research and Writing:
Part II—Applied Skills

Civil Procedure

- Civil Procedure I:
Pleading Practice
- Civil Procedure II:
Pre-Trial Procedure
- Civil Procedure III:
Trials and Evidence

Statutory Law

- Business Organizations & Securities Law

*(subject to change)

Program Information

Cost of the program

- Tuition: \$6,995
- Books: Costs may vary

For more information about financial aid that is available for those who qualify, call (310) 825-4246.

Course Schedule

Students choose either the 5-month or 12-month program. The 5-month program offers classes Monday-Friday from 9am-12:30pm. The 12-month program, designed for those working during the day, offers classes 2 evenings a week from 6:30-10pm. The program is offered in Westwood (near the UCLA campus) and Downtown L.A.

To determine when and where a program is being offered, consult the UCLA Extension catalog or visit uclaextension.edu/ptp12.



Paralegal Training Program uclaextension.edu/ptp12

Now Offered in 2 Locations:

UCLA Extension Building: 10995 Le Conte Avenue, Westwood (near the UCLA campus)

UCLA Extension at Figueroa Courtyard: 261 S. Figueroa Street, Downtown Los Angeles

Contact Information

UCLA Extension, Paralegal Training Program
10995 Le Conte Avenue, Room 517, Los Angeles, CA 90024-1333
Tel: (310) 825-0741 Fax: (310) 825-9242

About UCLA Extension

UCLA Extension is the continuing education division of the University of California at Los Angeles (UCLA). We offer courses evenings and weekends in Westwood and Downtown L.A., plus online classes available around the globe. Courses range from business, arts, engineering, and IT to entertainment studies, public policy, public health, the humanities, and more. Explore UCLA Extension at uclaextension.edu.

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