

**American Bar Association
Standing Committee on Paralegals
321 N. Clark Street
Chicago, IL 60654-7598
Telephone: (312) 988-5618
Facsimile: (312) 988-5483**

Amendment to G-104 of ABA Guidelines for the Approval of Paralegal Education Programs

At its meeting on June 9-10, 2006, the Standing Committee on Paralegals amended portions of G-104 of the ABA Guidelines to read as follows:

G-104

A-E . . .

F. Programs are approved for a seven-year period. Approved programs that wish to apply for an additional seven-year period must submit a reapproval application during the sixth year of its current approval period on a date to be determined by the Committee, notice of which date shall be provided to the program at the time of its approval. Programs must submit self-evaluation reports and exhibits as prescribed by the Committee and pay the application fee no later than the date on which the program submits its reapproval application. **(Amended February 16-17, 2006)**

G. . . .

H. Approved programs must submit, on the designated interim report form, an interim report during the second and fourth year of a program's approved period, on a date to be determined by the Committee, notice of which date shall be provided to the program at the time of its approval. Programs that fail to submit an interim report or to pay the required annual fee by the due date are subject to a late fee unless an extension of time for filing has been granted in advance of the due date. If the program does not submit an interim report or pay the required annual fee within ninety days, the program is subject to sanctions including withdrawal of approval under G-105. **(Amended February 16-17, 2006)**

I. Programs are required to submit self-evaluation reports, interim reports, exhibits, and such other information as requested by the Approval commission and/or Standing Committee, and to host site visits at their own expense. **(Amended February 16-17, 2006)**

J. Programs are required to timely submit complete and accurate documents in the forms specified. All fees shall be in an amount determined by the Standing Committee and are detailed in the Schedule of Fees. **(Amended February 16-17, 2006)**

K. Any approved program subject to reprocessing or sanction fees must submit such fees within thirty days of notification of the imposition of the fee. **(Amended February 16-17, 2006)**

L. Programs must notify the Committee in writing of any major change.

1. . . .

2. . . .

3. . . .

4. After a program has obtained advance approval of two courses in an alternative format, it is permitted to offer additional courses in that same format without obtaining advance approval of these courses with the following conditions:
 - a. The program director must inform the Standing Committee in advance of offering such course or courses that it is planning to offer such courses, including, for each course, the course title, number of hours/credits, format, and planned date of initial offering;
 - b. The program director must certify that these offerings are substantially the same
 - c. The program must provide detailed information on such courses, which demonstrates compliance with G-302J, in its next report to the ABA.

When a program has obtained approval of two fully online courses, the program need not submit for advance approval any hybrid courses, as defined in G-302J2a, regardless of the percentage of the hybrid course that is offered online.

5. If a major change appears to cause the program to be out of compliance with the Guidelines, the program may be subject to special reporting requirements and visits.
- M. An institution that offers multiple programs or program options for the education of paralegals at one or more locations will be considered a single program for purposes of approval if:
- 1-3. . . .

**Adopted by the Standing Committee on Paralegals
June 9, 2006**