For Office Use Only	Approval Date:	7/1/2011

Rhode Island Department of Labor and Training

Workforce Investment Act Eligible Training Program

Provider Name: Boston University

Contract #:4050- 40

Address:
Center for Professional Education
1010 Commonwealth Avenue 2nd Floor
Boston, MA 02215

Address if program is held at a another site (Fall term):
Rhode Island College
600 Mount Pleasant Avenue
Craig Lee Hall 231
Providence, RI 02908

Program Name: Certificate in Paralegal Studies Program

Office use only: ONET CODE 23-2011

CONTACT INFORMATION

Program Contact Person: Ben Jolly or Laura Hannon
Phone: 617-353-4497
Email: cpe@bu.edu
Fax: 617-353-4494
Website: http://professional.bu.edu/programs/paralegal/

Course Outline/Topics to be Covered

Seven modules, each two Saturdays long, for a total of fourteen Saturdays (9 a.m. - 4 p.m.): Legal Research, Legal Writing, Technologies, Probate and Family Law, Corporate Law, Real Estate, and Litigation.

Required academic grade levels to enter program

Reading Grade Level	High School Graduate
Math Grade Level	High School Graduate
English Proficiency	Fluent

Required to enter training program

	Yes	No
Physical	☐	☑
Vaccinations	☐	☑
Drug test	☐	☑
BCI	☐	☑
License	☐	☑
Tools	☐	☑
Experience	☐	☑
Other :		

MAY be required for employment

	Yes	No
Physical	☐	☑
Vaccinations	☐	☑
Drug test	☑	☐
BCI	☐	☑
Certification	☑	☐
License	☐	☑
Tools	☐	☑
Experience	☐	☑
Other :		

Participants will be qualified to seek employment in the following occupations:

1) Paralegal
2) Legal Assistant
3) Legal Secretary
4)

Is this program Pell grant eligible? ☐ Yes ☑ No

PROGRAM COSTS:

TUITION INCLUDES:

Tuition	$3,495.00
Fees	
Books	included
Licensing	
Certificate fees	
Other, provide explanation	
Career Seminar	$50.00
Total Tuition Cost	**$3,545.00**

These are expenses that *MAY* be reimbursed after successful completion of training.

Please indicate Yes, No or enter the amount

	YES	NO	AMOUNT
Books	☐ Yes	☑ No	
Licensing	☐ Yes	☑ No	
Tools	☐ Yes	☑ No	
Uniforms	☐ Yes	☑ No	
Travel	☐ Yes	☑ No	
Miscellaneous	☐ Yes	☑ No	
		Total	**$0.00**

Participant is responsible for :

Prerequisites	
Memberships	
Cost above tuition cap	**$0.00**
Expenses that MAY be reimbursed	**$0.00**
Total	**$0.00**

Maximum ITA Responsibility (Max. $5500)

$3,545.00

PROGRAM LENGTH
Weeks and Hours and Additional Information

84 hours total; 14 weeks; 6 hours/week
Saturdays 9AM to 4PM

What type of certificate will be awarded and by whom? Certificate in Paralegal Studies by Boston University

DLT is an equal opportunity employer/program. Auxiliary aids & services are available upon request to individuals with disabilities. TDD (401) 462-8006