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- Meets All Criteria for Recertification CLE for NALS, Texas Board of Legal Specialization, and Texas Institute for Specialty Certification ▪

Advanced Legal Career Enhancement Seminar— Summer 2008

Thursdays, July 24–September 25, 2008 ▪ 6 to 8:30 p.m. ▪ Total CLE Credits Available: 21 Hours)

- ▶ *Enhance your legal skills and core competencies*
- ▶ *Enhance your career as a legal support professional with the advantage of certification*
- ▶ *Prepare for the NALS PLS advanced certification exam*
- ▶ *Earn recertification credit for your current certification such as the Professional Paralegal, PLS, Texas Specialty Certification, CLA, State Bar (Paralegal Division), or RP*

This 9-session review course geared to enhancing your legal skills and core competencies is a perfect opportunity for you to maximize your potential and enhance your career as a legal secretary, legal assistant, or paralegal with the advantage of certification.

These sessions will cover written communications (grammar and word usage, punctuation, number usage, capitalization, spelling, and composition); accounting; computer information systems, citations, legal research, ethics, and legal knowledge. (See www.houstonalp.org for session schedule.) The course will culminate with administration of a mock exam in preparation for the NALS PLS exam on September 27, 2008. Course presenters will include attorneys; Certified PPs, PLSs, CLAs; or experts in a particular field. To enhance your seminar experience, we recommend that the suggested reference materials listed below be used in conjunction with the sessions.

Classes will be held on Thursdays, July 24–September 25, 2008, from 6 to 8:30 p.m., in the law offices of Vinson & Elkins L.L.P. (Downtown Houston). The PLS certification exam will be administered on Saturday, September 27, 2008, 9 a.m. to 5 p.m.

Any person who has three years of experience in the legal field may sit for the PLS advanced certification examination. Membership in NALS is not a requirement. A partial waiver of the three-year legal experience requirement may be granted for post-secondary degrees, successful completion of the ALS exam, or other certifications. The maximum waiver is one year. Arrangements to register for the exam must be made directly with NALS (see www.nals.org). **The registration deadline for the September PLS exam is August 1, 2008.**

For further information, contact:

Chris Street, PP, PLS ▪ chris.street@bakerbotts.com

Return registration form and payment to:

Chris Street, PP, PLS ▪ c/o Baker Botts L.L.P. ▪ 910 Louisiana Street ▪ Houston, Texas 77002

REGISTRATION FORM (Registration Deadline: July 10, 2008)

Please register me for Houston ALP's *Advanced Legal Career Enhancement Seminar—Summer 2008*. Enclosed is a check for \$_____ made payable to Houston Association of Legal Professionals or Houston ALP.

Name _____

NALS Member No. _____

Address Home Work _____

Telephone Home Work _____

E-mail Home Work _____

Cell Phone _____

Please check all that apply and write total in blank above:

- \$100 Member Registration Fee
- \$240 Non-NALS Member Registration Fee
- N/C I am not a NALS member and would like to take advantage of the optional one-year membership in NALS offered with a nonmember registration

Study Course Reference Materials

- \$63 NALS Advanced Manual for the Lawyer's Assistant, 8th ed.
- \$20 NALS Advanced Manual for the Lawyer's Assistant, 8th ed. Student Study Guide
- \$47 Gregg Reference Manual, 10th ed.
- \$17 Gregg Reference Manual Basic Worksheets, 10th ed.
- \$26 The Bluebook—A Uniform System of Citation, 18th ed.

Suggested Additional Reference Materials

- \$44 NALS Basic Manual for the Lawyer's Assistant, 9th ed.
- \$17 NALS Basic Manual for the Lawyer's Assistant, 9th ed. Student Study Guide
- \$24 Rotunda, Black Letter Professional Responsibility, 7th ed.

\$_____ Total Amount Due