

## MONTHLY MEETINGS

### When—

On the second Tuesday of each month

### Location—

Massa's Seafood Grill  
1331 Lamar, Suite 114  
Houston (Downtown)

### Time—

Social 5:30 p.m. ■ Dinner 6:00 p.m.

### Cost—

Dinner \$20 ■ Without Dinner \$7

### Reservations Deadline—

Reservations should be made by 5 p.m.  
on the Friday preceding the meeting.  
Nonmember guests and walk-ins are welcome.

### To make a reservation or for meeting information—

Helene L. Wood, PP, PLS, TSC-RE  
Reservations Chair  
[reservations@houstonalp.org](mailto:reservations@houstonalp.org)  
713.651.3713

### Mission Statement

We are committed to delivering quality legal services through continuing education and increased professionalism, promoting a standard for members and recognition in the legal profession through the certification programs, and providing networking opportunities for members.



### For membership information—

Monica Ferguson  
Membership Chair  
[membership@houstonalp.org](mailto:membership@houstonalp.org)  
713.622.1600

OR

Kip Hall, ALS  
Marketing Committee  
[marketing@houstonalp.org](mailto:marketing@houstonalp.org)  
713.515.5110

### Membership Categories—Dues

Full—\$138  
Student—\$31.50

## HOUSTON ASSOCIATION OF LEGAL PROFESSIONALS



Join our association  
today to  
*Maximize Your Potential*

*Patricia H. Phelps, PLS*  
President 2011-12

[www.houstonalp.org](http://www.houstonalp.org)  
[www.texasalp.org](http://www.texasalp.org)  
[www.nals.org](http://www.nals.org)

## CONTINUING LEGAL EDUCATION AND CERTIFICATION

One of the two major directives of Houston ALP is to provide continuing education opportunities for members and other legal support staff in the Greater Houston area. Each year the Continuing Legal Education Committee coordinates a series of continuing education seminars. Certification course sessions are available for CLE.

Houston ALP's other directive is to promote the certification programs of the national association (NALS, Inc.), providing certification opportunities for members and other legal support staff in the Greater Houston area. Each year the various certification committees conduct seminars and training courses geared to these certifications.



### **Accredited Legal Secretary . . . the basic certification for legal professionals.**

Anyone wishing to sit for this examination must have attended an accredited business/legal course, or have attended the NALS Legal Training Course, or have one year of general office experience. Our training course is based on the NALS Legal Training Course and has won several awards for continuing education from both NALS and Texas ALP. The course curriculum is the equivalent of one year of legal experience. Houston ALP's Legal Training Course is normally held on Saturdays from the beginning of August and ends before Thanksgiving.



### **Professional Legal Secretary . . . the advanced certification for legal professionals.**

Any person who has had three years' experience in the legal field may take this examination (partial waivers are available). PLS is the designation for the lawyer's assistant who wants to be identified as exceptional. Houston ALP's Advanced Legal Enhancement Seminar is geared to the national exam dates (first Saturday in March; last Saturday in September).



### **Professional Paralegal.** Any person who has five years' experience performing paralegal/legal assistant duties may take the

four-part, one-day examination (partial waivers are available). A Certified PLS is required to sit for only Part 4 of the exam.

## Benefits of Membership

Membership in the Houston chapter of NALS, Inc., and the Texas Association of Legal Professionals ("TALP") provides many benefits exclusively available to its members, including opportunities to network with other professionals at local, state, and national levels; quality legal education seminars and workshops; certification programs for the legal support professional; personal and professional development that can be used in other organizations and in the community; and leadership opportunities.

The benefits of being involved with a professional association have been found to be an essential element to career enhancement.

### **Education**

Legal education seminars are sponsored by Houston ALP throughout the year, and education is offered at monthly meetings.

### **Certification**

Professional certification is a career development tool, and Houston ALP offers study course and training opportunities for members and other legal support professionals in the Greater Houston area who wish to enhance their legal skills, advance their careers as legal support professionals, and maximize their potential.

### **Professionalism**

Increase your effectiveness, expertise, and skills as a legal support staff professional through education and certification opportunities and enhance your professional image in the legal field.

### **Employer Job Listing**

Houston ALP maintains a database of job listings available to its members of openings posted by local attorneys, firms, and corporate legal departments at no charge to either the member or the poster.

### **Discounts on Seminars, Workshops, and Courses**

Substantial discounts are available to members on seminars, workshops, and training courses provided by all three levels of the association.

### **Publications**

Members receive the following publications: *Highlights* (from Houston ALP), *The Texas Docket* (from Texas ALP), *@Law, e-News*, and *the NALS docket* (from NALS).

### **Opportunities for Travel**

State and national conferences offer continuing educational and networking opportunities.

### **Affinity Programs**

Through NALS many services are available to members which might otherwise be substantially more expensive. Current affinity program providers include: Aflac, Avis Car Rental, FedEx, Hertz Car Rental, Journey House Travel, Liberty Mutual Insurance Company, National Notary Association, Premiere Conferencing, and Sam's Club.

## Houston ALP . . . *the association for legal professionals*

Our national association, NALS, was formed in 1929 and incorporated in 1949 and has been dedicated to the members of the legal community ever since. As the other two levels of our trilevel association, Houston ALP became a chartered chapter of NALS in 1956 and Texas ALP became a chartered state association in 1956.

Whether you are a legal secretary in a small local firm or a senior paralegal in a global firm, our association will offer you opportunities to grow your career. While tangible benefits are always great, we offer you the opportunity to belong to the oldest association for legal support professionals and the only association that is all-inclusive, giving you a home whether you stay on your current path or branch out into a new opportunity in the field. We feel that by including legal secretaries, paralegals, and legal assistants we can offer a broad perspective on the industry and allow everyone to learn from one another and build their personal networks across all levels.

**engage | inspire | enhance | promote**

### **For certification information—**

Helene Wood, PP, PLS, TSC-RE

Certification Advisor

[certification@houstonalp.org](mailto:certification@houstonalp.org)

713.651-3713

### **For continuing education information—**

Marty Olson, PLS, TSC

Continuing Education Committee

[continuingeducation@houstonalp.org](mailto:continuingeducation@houstonalp.org)

713.752.8631