

**IMMIGRATION AND NATIONALITY LAW CERTIFICATION
STANDING COMMITTEE POLICIES**

100 ADMINISTRATION
200 CONTINUING LEGAL EDUCATION

100 ADMINISTRATION

- 1.01 Meetings. The committee chair will designate meeting times and places, and disseminate a calendar of meeting dates to the members at the beginning of each fiscal year.
- 1.02 Quorum. Five members will constitute a quorum of the committee for the transaction of business.
- 1.03 Attendance. Members must make every effort to attend in-person meetings and conference calls to participate in the responsibilities of the committee. All requests for excused absences must be approved by the committee chair.
- 1.04 Application Review. At least two committee members must review each application submitted. If approval is not recommended, the committee must discuss and identify the basis upon which it recommends denial. Review must follow the application review process set forth in the standing policies of the board of legal specialization and education (BLSE).

200 CONTINUING LEGAL EDUCATION

2.01 Course Accreditation

(a) Course Sponsors. A sponsor seeking approval of immigration and nationality law certification continuing legal education (CLE) credits must demonstrate that the course meets the guidelines established in the standing policies of the BLSE and is of benefit to attorneys certified in immigration and nationality law.

(b) No immigration and nationality law certification CLE credit will be awarded to courses dealing with law office economics and/or management.

2.02 Course Approval Standards

Unless indicated elsewhere in these policies, Florida Bar staff will review and award certification CLE credits under the following guidelines:

(a) Advanced. An advanced course should challenge the intellect of, and convey new material and information to, an active practitioner who meets the substantial involvement requirement for immigration and nationality law certification. As a threshold matter, the course must require and reflect substantial analysis and preparation, and be of such quality so as to enhance the proficiency of a board certified immigration and nationality lawyer. An advanced course will receive full credit for immigration and nationality law certification CLE.

(b) Intermediate. A course addressing substantive or procedural law determined to be at an intermediate level will receive full credit for immigration and nationality law certification CLE.

(c) Basic. Courses determined to be at a basic level will receive 50 percent of the CLE credit for immigration and nationality law certification CLE.

2.03 Credit for Other CLE Activities

(a) Lectures. Satisfactory performance as a lecturer on immigration and nationality law in an approved CLE seminar may qualify for credit.

(1) Lecturer will mean lecturer, workshop discussion leader or panel member in a seminar or institute.

(2) To qualify for credit, a lecturer's topic, scope and material should meet the guidelines established in the standing policies of the BLSE.

(3) Credit will be calculated based upon the presentation time. In no event may the amount of credit awarded for a single presentation exceed 50 percent of the total hours required for certification or recertification.

(A) Lecturing at basic seminars may entitle an attorney to receive 3 hours of credit for each hour of lecture time.

(B) Lecturing at an intermediate or advanced seminar may entitle an attorney to receive 8 hours of credit for each hour of lecture time.

(4) Repeating the lecture at one or more locations will not be a basis for additional credit.

(5) Participation time as a panel member, group discussion leader in a workshop, or similar activity may entitle an attorney to receive 5 hours of credit for each hour of participation in an intermediate or advanced seminar or 3 hours of credit for each hour of participation in a basic seminar. Repeating participation will not be a basis for additional credit. The applicant will certify the total time of preparation and the presentation involving the lecture.

(b) Teaching. Credit may be earned through teaching immigration and nationality law courses in an approved law school or other graduate level program presented by a recognized professional education association that satisfies the guidelines established in the standing policies of the BLSE.

(1) Credit will be calculated according to the following formula: 4 times the university assigned hour per quarter or 5 times the university assigned hour per semester.

(2) Graduate non-law and undergraduate courses will not be considered for immigration and nationality certification CLE credit.

(c) University Course Attendance. Credit may be earned through attending university law school courses.

(1) Credit will be calculated according to the following formula: 2 times the university assigned hour per quarter or 3 times the university assigned hour per semester.

(2) Graduate non-law and undergraduate courses will not be considered for immigration and nationality certification CLE credit.

(d) Writing. Credit for writing articles, books, chapters and lecture outlines will be determined by the certification committee. Florida Bar publication contributions may be granted credit when the work is completed and accepted. Credit for articles, books, and chapters written for publications other than those produced by The Florida Bar, will be awarded only after publication. The certification committee will review and approve requests for publication credits.

(1) The amount of credit will be based on the facts and circumstances including time devoted to preparation, quality, originality, and scope of publication. No single publication approved for credit may exceed 50 percent of the total hours required for certification or recertification.

(2) Where a publication has more than one author, full credit may be awarded to each author or divided among them in a manner consistent with the facts presented by all the authors.

(e) Professional Committee Membership. Participating in the work of a professional committee dealing with a specific problem of substantive or procedural immigration and nationality law may be eligible for immigration and nationality law certification. No single professional committee membership participation approved for credit may exceed 50 percent of the total hours required for certification or recertification. The committee will review and approve requests for professional committee membership credits.

(f) Individual Study. Individual study may be granted credit through the use of audio or video recordings, on-line courses, or interactive CLE activities. Credit for these activities will be the same as credit given for live CLE courses. The reading of advance sheets or other periodicals and similar activities will not qualify for credit.

(g) Interactive CLE. Credit may be granted for interactive CLE courses. If a course allows for interaction and communication between remote participants, such as live on-line or telephonic courses, it will be considered a live course.

(h) Legislative service. Legislative Service relating to immigration and nationality law, not to exceed 10 credits per year of service for certification or recertification, may be awarded. Credit will be awarded upon completion of the service and review by the certification committee.