



**CERTIFICATE OF ATTENDANCE
 NALA CLA/CP SHORT COURSE
 November 11–13, 2010
 Charlotte, North Carolina**

As a Certified Legal Assistant, proof of continuing education must be submitted for CLAE units. Validations of attendance and signatures must be completed and returned to NALA in accordance with the Requirements to Maintain Certification.

PLEASE COMPLETE THE SPACES BELOW

<u>Session Hours</u>	<u>Session Topics</u>	<u>Attendance Validation</u>
Thursday, November 11, 2010		
8:00 a.m. – 12:00 p.m.	American Legal System	_____
1:00 – 4:30 p.m.	Judgment & Analytical Ability	_____
4:45 – 5:15 p.m.	Ethics Part 1	_____
Friday, November 12, 2010		
8:00 – 10:00 a.m.	Contracts	_____
10:30 a.m. – 12:30 p.m.	Legal Research	_____
1:30 – 4:30 p.m.	Civil Litigation	_____
4:45 – 6:00 p.m.	Communications	_____
Saturday, November 13, 2010		
8:00 – 8:30 a.m.	Ethics Part 2	_____
8:45 – 10:45 a.m.	Business Organizations OR Real Property	_____ _____
11:00 a.m. – 1:00 p.m.	Administrative Law OR Estates & Trusts	_____ _____

For the National Association of Legal Assistants, Inc.

Name of CLA/CP (Please Print)

NALA Representative Signature

Signature of CLA/CP

NALA Account Number

Address, City, State, ZIP Code

Return to: NALA Headquarters, 1516 S. Boston, Suite 200, Tulsa, OK 74119