

## **Model Ongoing Training, Education, and Skills-Building Policy & Protocol**

[ORGANIZATION] is committed to providing high-quality legal services to all its clients. [ORGANIZATION] also recognizes that providing high-quality immigration legal services requires significant skill, education, and training that must be maintained on an ongoing basis. Accordingly, [ORGANIZATION] supports the professional development of its legal service providers and requires that they meet the following education and training requirements.

Each year, [ORGANIZATION'S] legal service providers, including accredited representatives, must complete a minimum of twelve hours of formal education in immigration law and procedure. Legal service providers may fulfill this education requirement by attending conferences, webinars, continuing legal education courses, formal classes, or similar trainings. To meet [ORGANIZATION'S] ongoing education requirement, the training must be preplanned, taught by a qualified instructor, and related to immigration law and procedure. Legal service providers shall consult with their supervisors regarding appropriate training to fulfill [ORGANIZATION'S] annual education requirement.

Legal service providers at [ORGANIZATION] shall maintain a record of all formal education completed and share that record with their supervisors at least quarterly. This record shall include the following information:

- Training title
- Sponsor/provider
- Date(s) of attendance
- Duration of substantive content of formal training (not self-study)
- Presenter's name
- Presenter's title
- Topics covered



- Whether attendance was remote or in person
- Whether the training was open to the public
- Certificate of completion or other proof of completion