

LP Application Process

The following timeline is the Admissions process expected for LP applicants:

1. Application submitted
 - a. Admissions Staff processes application and ensures applicant meets learning and minimum age qualifications, and that application is complete, including:
 - i. Applicant is at least 18 years old
 - ii. Approved Educational Degree or Education Waiver
 - iii. Mandatory Professional Pre-Licensure Education Requirements
 - iv. Recent Substantive Paralegal Work Experience
 - v. Recent Practice Specialty Endorsement
 1. Family Law Endorsement
 2. Landlord-Tenant Endorsement
 - vi. Learning and Ability Assessments
 1. Admissions Staff will ensure that Portfolio meets the requirements set for:
 - a. Word Limits
 - b. Composition of portfolio
 - c. Organization of portfolio
 2. Requisite Knowledge of Professional Responsibilities is established via either:
 - a. MPRE score of 75 or higher
 - b. Passed Professional Responsibility Class with B+ or higher
2. Portfolio Assessment
 - a. Committee of Paralegal Assessors will review and assess portfolio work product to determine that applicant's abilities meet the minimum professional standard for providing LP services.
3. LP Entry Examination
 - a. Oregon State Bar will host LP Entry Examinations at the Oregon State Bar. These subject matter exams will be held at least twice a year. See our website for more information on current exam dates: <https://www.osbar.org/lp/apply.html>.
 - b. As the exam will be a multiple choice exam on Rule 11 of the Rules for Licensing Paralegals (RLP), applicants will not have a significant wait time before learning their exam scores.

- c. See Sections 6.4-6.7 of the RLP for more information on the rules for establishing the Entry Exam, including time, place, form, and manner of the exam and testing accommodations for the exam.
 - i. As the exam does not include any essay portions, please disregard any provisions related to grading the exam. The exam will be multiple choice and graded using an answer key.
- 4. Character and Fitness Assessment process
 - a. Admissions Staff will conduct a background check and character and fitness review before the exam takes place to ensure exam security.
 - b. If necessary, based on an applicant's history, Admissions Staff will conduct a character and fitness investigation, in an attempt to remove any concerns about applicant's character and fitness.
 - i. See Section 7 of the RLP for more information on the policies that will guide all recommendations regarding the character and fitness for each applicant and Section 8 for the process for assessing character and fitness for each applicant.
 - c. If Admissions Staff still has concerns about Applicant's character and fitness following the investigation, then the administrator of the program will recommend the appointment of a special investigator to investigate applicant's character and fitness.
 - d. The special investigator will report their findings to Committee of Paralegal Assessors, and the Committee will make a final determination.
 - e. If the Committee finds that they cannot recommend admission, the matter will be referred to the Adjudicator for a hearing subject Rule 9 of the RLPs.
- 5. Final Approval, Recommendation for Admission and Oath of Office
 - a. Once it has been determined that an applicant should be recommended for an LP License, Bar staff shall notify the applicant of the upcoming recommendation and require the applicant to submit a signed Oath of Office to Bar staff.
 - b. Bar staff will then submit the oath to the Court with a recommendation of Admission, and the applicant will be admitted upon an Order of Admission by the Oregon Supreme Court.

Requirements for LP Licensure

Prior to receiving a Paralegal License, an applicant must establish, by clear and convincing evidence, that the applicant satisfies all requirements for such a license, including age, learning and ability, and character and fitness requirements under Oregon law.

Applicants must establish learning through four requirements, some of which may be combined to create a more efficient process. Learning must be established through: (a) a foundational education requirement that may be achieved via an Applicant's formal education or on-the-job training as a paralegal; and (b) Oregon specific professional pre-licensure education approved by the OSB; and (c) recent substantive paralegal experience, under the supervision of an Oregon Attorney Member; and (d) including sufficient experience in the Applicant's chosen legal practice for endorsement.

1. An applicant must be at least eighteen (18) years old at the time of submitting an application (RLP 4.1).
2. Foundational Education or Experience
 - a. Approved Educational Degree (RLP 4.2):
 - i. Graduate of an Approved Paralegal Program; or
 - ii. Graduate with Bachelor Degree from Higher Learning Institution; or
 - iii. Graduate from an ABA Accredited Law School.
 - OR
 - b. Education Waiver (On-the-Job Training) (RLP 4.3):
 - i. Highly Experienced Paralegal
 1. Minimum of 5 years of full-time substantive paralegal experience or 7,500 hours of substantive paralegal experience.
 - OR
 - ii. Certified Paralegal:
 1. Applicant has passed one of the following national paralegal certification exams, so long as the resulting credential remains current, and the applicant remains in good standing with the issuing organization, on the date the application is submitted:
 - a. The National Association of Legal Assistants (NALA) Certified Paralegal Exam® (CP) with

current CP® Credentials;

- b. The National Federation of Paralegal Association's(NFPA's) Paralegal Advanced Competency Exam® (PACE) with current RP® Credentials;
- c. The NFPA's Paralegal Core Competency Exam® (PCCE) with current CRP™ credentials; or
- d. The NALS Professional Paralegal (PP) Exam with current PP™ Credentials

OR

iii. Military Paralegal:

- 1. Applicant achieved the military grade of of E4 or higher while serving in any branch of the United States Armed Forces and satisfied the following requirements during their time in said service:
 - a. Trained to perform paralegal services by a military occupation specialty (MOS) school designed for paralegals within the armed forces; and
 - b. Served for three years as a military paralegal, a trainer of military paralegals, or in a supervisory role overseeing the work of other paralegals in the armed forces.

3. Mandatory Pre-Licensure Professional Education Requirements (RLP 4.4)

- a. Applicant must complete 20 hours of professional education courses approved by the Admissions Department within 18 months prior to licensure.
- b. The breakdown of courses that meet this requirement can be found on our website [here](#).
- c. The OSB Admissions Department and OSB CLE Seminars Department has created a [landlord-tenant LP CLE package](#) that fulfills all the pre-licensure requirements. The CLE Seminars Department is working on a family law LP CLE set that can be used to fulfill these requirements.
 - i. For now, family law applicants can use the landlord-tenant package to meet all of their core requirements. The remaining endorsement area hours can be met with any accredited program discussing family law. More information will be posted when it becomes available.
- d. Applicants may complete this requirement after they have filed their

application, but it must be complete before they receive their license.

4. Recent Substantive Paralegal Experience

a. Admission Based on an Approved Paralegal Education or Bachelor Degree (RLP 4.5(a)):

- i. Applicant must complete 1,500 hours of substantive paralegal experience within the three years immediately preceding the submission date of the application.
 1. The 1,500 hours must be verified by an active Attorney Member through a Work Experience Declaration form provided by the Bar for such purpose.
 2. Hours spent training and working within the area(s) of law for which an applicant seeks an Endorsement(s) may be counted towards the minimum hours required in this subsection.

OR

b. Admission Based on a Juris Doctorate Degree (RLP 4.5(b)):

- i. Applicant must complete 750 hours of substantive paralegal experience within the 18 months immediately preceding the submission date of the application, subject to the following:
 1. The 750 hours of substantive paralegal experience counted towards the requirement in this subsection may also be counted toward the hours of experience required in one of the Practice Areas related to the Endorsements described in item d below; and
 2. The 750 hours must be verified by an Attorney Member through the Work Experience Declaration form provided by the Bar for such purpose.

OR

ii. Admission Based on Education Waiver (RLP 4.5(c)):

1. An applicant seeking admission under RLP 4.3 must have completed 1,500 hours of substantive paralegal experience within the three years immediately preceding the submission date of the application, subject to the following:
 - a. All 1,500 hours must be verified by an active Attorney Member through the Work Experience Declaration form provided by the Bar for such purpose.

- b. Hours spent training and working within the area of law for which an applicant seeks an Endorsement may be counted towards the minimum hours required in item 5 below, and the minimum hours required under this subsection.
- c. An applicant may count the 1,500 hours required under this subsection toward the completion of the 7,500 hours of substantive paralegal experience required of highly experienced paralegals.

5. Practice Area Endorsement (RLP 4.6):

- a. Family Law Endorsement:
 - i. An applicant must have completed 500 hours of experience, all focused on Family Law, within the 18 months immediately preceding the submission date of the application.
- b. Landlord-Tenant Endorsement:
 - i. An applicant must have completed 250 hours of experience, all focused on Landlord-Tenant Law, within the 12 months immediately preceding the submission date of the application.
- c. An applicant may not count the same hour(s) toward the completion of the requirements for both family law endorsement and landlord-tenant endorsement.

6. Learning and Ability Assessments

- a. Portfolio (RLP 6.1)
 - i. Applicants must establish their abilities through an assessment of a portfolio of the applicant's work product, produced through their recent substantive paralegal experience, or through their foundational education.
 - ii. The work product within the portfolio must have been substantially completed by the applicant for the applicant's education or employment. All portfolio work products must have been completed within three years immediately preceding the date of the application and must meet the qualifications set forth in the Rules for Licensing Paralegals.
- b. Requisite Knowledge of Professional Responsibilities (RLP 6.2). This qualification must be established through one of the following:

- i. Passed a course on the Rules of Professional Conduct and achieved a grade average of 3.3 or higher on a 4.0-point scale;

OR

- ii. Achieved a score of 75 or higher (“Passing Score”) on the Multistate Professional Responsibility Examination (MPRE).

Note: Currently, the NCBE (National Conference of Bar Examiners) will not allow LPs to sit for the MPRE exam. The OSB has created an LP ethics exam to help applicants comply with RLP 6.2 (demonstration of knowledge of the Oregon Rules of Professional Conduct for Licensed Paralegals (ORPC-LP)). This exam will be approximately 60 to 90 minutes and will be held before the subject-matter LP Entry Examination.

Some higher education institutions within Oregon are supporting the Licensed Paralegal (LP) program by developing and offering ethics courses that cover the new and amended ORPC-LP. If an applicant takes such a course and achieves a final grade of a B+, the applicant will have demonstrated their knowledge of the ORPCLP and will not be required to pass the MPRE or sit for the OSB ethics exam. For information on the current available qualifying courses in Oregon, please see our FAQ here: <https://www.osbar.org/docs/LP/FAQ/ApplicationProcessforLicensedParalegals.pdf>

- c. LP Rule 11 Entry Examination (RLP 6.3-6.9).
 - i. Applicants must demonstrate their knowledge of the limits to their LP License by passing an examination related to Rule 11 of the RLP. The Bar has developed the exams for this requirement and will hold Entry Examinations at least twice a year. For more information on current exam dates, please see our website here: <https://www.osbar.org/lp/apply.html>

7. Character and Fitness Assessment

- a. Applicants must establish that they have the requisite character and fitness to be a licensed LP. The requisite character and fitness must be established through a background and history screening and review conducted by the Admissions Department. Admissions Staff will conduct a background check and character and fitness review before the exam takes place to ensure exam security.
- b. If necessary, based on an applicant’s history, Admissions Staff will conduct a

character and fitness investigation, in an attempt to remove any concerns that arose about applicant's character and fitness during the background check and review.

- i. See Section 7 of the Rules for Licensing Paralegals for more information on the policies that will guide all recommendations regarding the character and fitness for each applicant and Section 8 for the processes used in assessing the character and fitness of each applicant.
- c. If Admissions Staff still has concerns about Applicant's character and fitness following the investigation, then the administrator of the program will recommend the appointment of a special investigator to investigate applicant's character and fitness.
- d. Should the investigation not clear the Applicant, then the Applicant must establish their character and fitness through subsequent interviews or hearings required by the Rules.