



20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Paralegal Program Medical Paralegal Certificate Program Requirements 2011-2012

Student Name: _____

Student ID: _____

Program Description The Paralegal Program is an American Bar Association approved program designed to train students for careers as paralegals (legal assistants) in law firms, corporate legal departments, and agencies. Paralegals work under the supervision of attorneys to provide non-clerical professional support in the delivery of legal services to clients and the community. Paralegals are not licensed to practice law.

The Medical Paralegal Certificate is designed to provide the paralegal education and skills necessary for students with a medical background to expand their careers into the legal arena. These students will graduate with a certificate that recognizes that they also have a Degree or Diploma in Nursing. Students will learn substantive law and procedural practices relating to medical-legal issues. This program is designed to allow the graduates to meet the needs of that sector of the business community which requires expertise in medical as well as legal issues, including law firms, hospitals, insurance companies, consulting firms, government agencies and health care systems. The successful graduate will be able to bring specialized medical training and experience to the legal field, particularly in litigation-related practice, and will be able to apply legal knowledge and skills to health-care related occupations such as risk management.

A Bachelor Degree or an Associate of Arts and Sciences Transfer Degree will meet all general education and liberal arts requirements of the Paralegal Program. Other Associate degree or Diploma academic records must be reviewed by a faculty adviser to establish the equivalency of 60 non-legal college quarter credits, 30 of which must be liberal arts credits, including ENGL& 101 and either CMST& 101, 210 or 220 with courses selected from at least three different discipline areas. These credits also may be completed at Edmonds Community College to meet the overall credit requirements.

Degree Outcomes Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at <http://catalog.edcc.edu>.

Common Course Numbering Changes Please refer to www.edcc.edu/ccn for more information.

Computer Skills and Traditional/On-Campus Course Requirement To graduate from the program, all students are required to obtain and demonstrate certain minimum computer skills and take 15 paralegal credits in traditional, on campus (face-to-face) courses. Students must have the

Paralegal Program *Computer Skills and Traditional/On-Campus Course(s) Verification Form* signed by their adviser and submitted to the Enrollment Services prior to or at the time of applying for graduation

Transfer of Credits A nursing degree or diploma is required for graduation. Up to 10 paralegal credits can be transferred into this certificate program with faculty approval. Transfer of legal credits will be allowed only from other ABA-approved paralegal programs. Any paralegal course transfer approval must be in writing and signed by your Paralegal Program faculty adviser. A Bachelor degree or an Associate of Arts/Science degree will satisfy all non-paralegal requirements, including English& 101.

Credit/Grade Requirements This Certificate requires successful completion of a minimum of **30** credits as outlined. A minimum of 15 legal credits must be earned in traditional, on-campus classroom instruction. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level course and must have a minimum 2.0 grade in Legal 200, Legal 205 and Legal 210.

Students are advised to

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning
- Communicate with a faculty adviser

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/

Advisers The advisers for this program are

William Covington	wcovingt@edcc.edu	425-640-1552
Michael Fitch	mfitch@edcc.edu	425-640-1617
Anne Kastle	akastle@edcc.edu	425-640-1688
Clark Silliman	csillima@edcc.edu	425-640-1431

College Resources

Department Website	http://legal.edcc.edu
EdCC Home Page	http://www.edcc.edu
How to Enroll	http://getstarted.edcc.edu
Transfer Center	http://transfer.edcc.edu
Advising appointments	425-640-1458
College Bookstore	http://bookstore.edcc.edu

Course	Qtr	Credit	Grade
Core Requirements (20 credits)			
LEGAL 200 Introduction to Law & the Legal Process:CD	_____	5	_____
LEGAL 205 Civil Procedure	_____	5	_____
LEGAL 210 Legal Research	_____	5	_____
LEGAL 224 Medical Paralegal Law	_____	5	_____
Advanced Requirements (select 10 credits)			
LEGAL 225 Litigation Practice & Procedure	_____	5	_____
LEGAL 226 Torts-Personal Injury & Liability	_____	5	_____
LEGAL 230 Investigation Techniques	_____	5	_____

Nursing Degree or Diploma Required

- Associates Degree
 Bachelor Degree
 Registered Nurse

**Name of College, University or
 R.N. Diploma Program**

Date earned _____ Major _____

Paralegal Adviser Review: 60 non-legal credit equivalency, including 30 liberal arts credits

Requirement met _____

Explanatory Notes

Although not required, and credit may not be applied toward Medical Paralegal Certificate, students may want to consider supplementing their required paralegal courses with an internship or some of the following electives also offered by the paralegal program: LEGAL 222- Alternate Dispute Resolution, LEGAL 265-Consumer Protection, LEGAL 291-Legal Internship, or LEGAL 296-Paralegal Seminars on topics such as ethics, elder law or law office technology.

_____ Adviser's Signature	_____ Date	_____ Dean's Signature	_____ Date
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