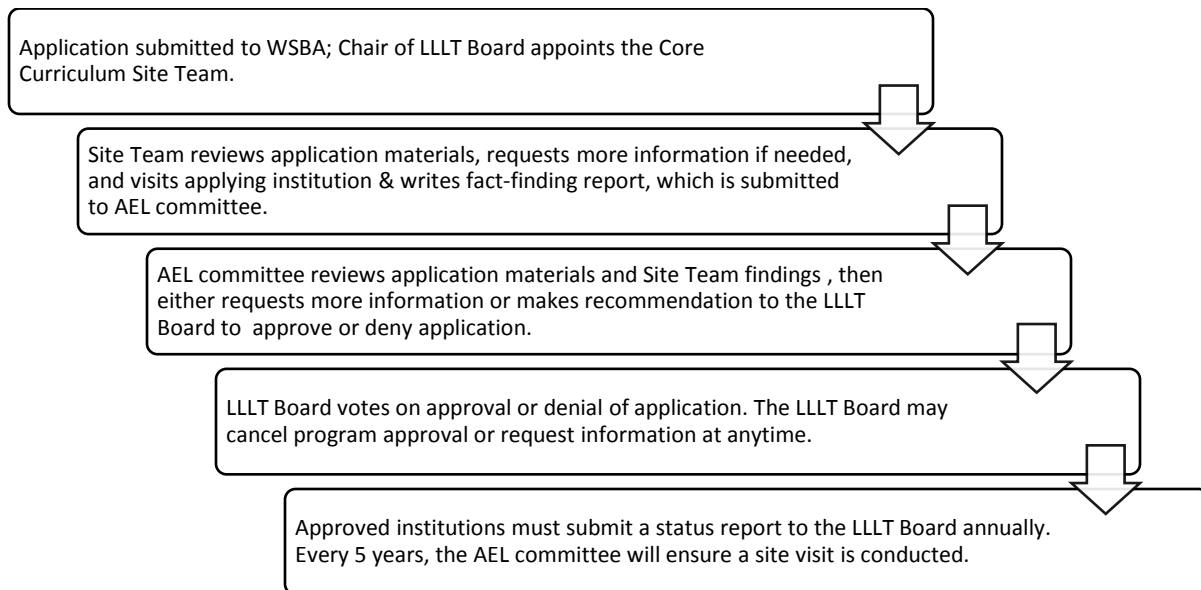


LLLT Education Program Approval Policies and Procedures

Introduction

The Washington Limited License Legal Technician (LLLT) Educational Program Approval Standards (“Standards”) have been adopted by the Washington Supreme Court Limited License Legal Technician Board as the official criteria for approval of programs that offer the LLLT core curriculum in Washington state. The authority to grant and withdraw approval is vested in the LLLT Board pursuant to Admission and Practice Rule (APR) 28D(3). The core curriculum program approval process will involve three review bodies: the LLLT Board, the LLLT Board’s Admissions, Education and Licensing (AEL) Committee, and a Core Curriculum Site Team.

Review Process



I. Composition and Responsibilities of Application/Program Review Bodies

Core Curriculum Site Team

Composition

The Core Curriculum Site Team will be composed of:

- A representative from an ABA-approved paralegal program.
- A representative from a non-ABA approved paralegal program.
- A representative from the State Board of Community and Technical Colleges.
- An LLLT Board member.
- An additional person who may be an LLLT, paralegal, or anyone else appointed by the LLLT Board Chair.

The Chair of the LLLT Board may appoint new members of the team for each application cycle, at his or her discretion. One member of the Site Team will be designated as chair. No more than two members of the Site Team will be members of the AEL Committee. The WSBA LLLT Program Lead will accompany the Site Team on the site visit as an administrative and program resource.

Responsibilities

The Core Curriculum Site Team will:

- Review initial application materials and request more information if needed.
- Perform site visits to observe and record whether the applying program meets the requirements for approval.
- Write fact-finding reports for the AEL committee.
- Assist the LLLT Program Lead to coordinate site visits (Chair only).

Admissions, Education and Licensing Committee

Composition

The Admissions, Education and Licensing (AEL) Committee is a committee of the LLLT Board that is charged with making recommendations to the LLLT Board regarding expansion of the number of colleges approved to offer the LLLT core curriculum. The AEL committee consists of members of the LLLT Board and additional members appointed by the LLLT Board Chair.

Responsibilities

The AEL Committee will:

- Participate in meetings with potential applicants as needed.
- Review application materials and Core Curriculum Site Team fact-finding reports, and make recommendations to the LLLT Board regarding approval or denial of applications.
- Review status reports on an annual basis; make decisions regarding the necessity of supplemental site visits and/or status reports.
- Conduct non-compliance investigations and make recommendations to the LLLT Board regarding whether cancellation of program approval is appropriate.

LLLT Board

Composition

The LLLT Board consists of 13 members appointed by the Washington Supreme Court, and is composed as described in Admissions and Practice Rule (APR)28(C)(1).

Responsibilities (related to Review of Applications and Programs)

- Decide whether to approve or deny applications.
- Decide whether to cancel program approval.

II. Application Policies

Denial of Application

- Applications may be denied by the LLLT Board. The applying institution may request a written explanation for the denial. There will be no appeal from a decision to deny.
- Applying institutions may re-apply during the next application cycle after a denial.

Approval of Application

- LLLT courses offered at applying institutions will qualify as LLLT core curriculum courses beginning with the quarter in which the approval by the LLLT Board occurs.
- Approved institutions are subject to the ongoing monitoring policies (see Sec. III).

III. Ongoing Monitoring Policies

Notification of Substantial Changes

- Notifications of substantial changes (changes described in Standard 8-6 that may jeopardize the compliance requirement in Standard S8-9) to a previously approved program must be sent to the LLLT Program Lead for initial review within 30 days of the change. The LLLT Program Lead will forward the notification to the AEL Committee Chair.
- The AEL Committee may request additional information about the changes, and decide whether a site visit or other action is appropriate based on the change. If the AEL Committee determines that the program is out of compliance with the Standards, they may issue a 60-day compliance notice. If the program has not shown compliance within 60 days of the issuance of the notice, the AEL Committee may recommend that the LLLT Board vote to cancel program approval.

Annual Status Reports

- All approved programs offering the LLLT Core Curriculum, including those with paralegal and legal studies programs approved by the ABA, must submit a status report to the LLLT Board every year by no later than June. The AEL Committee may request an additional status report at any time.
- Status reports must include enrollment and graduation statistics for the LLLT program and a summary of any feedback or concerns from students or educators regarding the program. Status reports must also include information verifying compliance with the Standards following any recent “substantial changes”.

Site Visits

- Site visits will occur at five-year intervals after approval. Additional site visits may also be scheduled at the discretion of the AEL Committee or the LLLT Board.

Cancellation of Program Approval

- If a substantial change has occurred that brings the program out of compliance with the Standards, or if a reporting duty has been missed, the program approval may be cancelled by vote of the LLLT Board.
- Programs will receive notification of a 60-day compliance period to bring the school back into compliance with the standards before a cancellation vote is held by the LLLT Board.
- The program approval will be considered cancelled at the beginning of the quarter after the LLLT Board has voted to cancel approval.
- Programs that have had their program approval cancelled may re-apply during the next application cycle.

IV. Fees & Review Timeline

Fees

- The fee for initial application is \$2,500.
- An additional \$2,500 will be due every five years post-approval to offset costs of site visits and administration of program review. Additional fees may be assessed if an out-of-cycle site visit is deemed necessary by the AEL Committee or LLLT Board.

Review Timeline

- Applications will be accepted on a rolling basis. The LLLT Board will render a decision within 180 days of receipt of the application.