



NFPA Individual CLE Approval Checklist

Step 1

Evaluate whether your CLEs need to be approved or not.

For NFPA credential renewals of the RP® or CRP® credentials, NFPA automatically accepts substantive CLE hours awarded by any of the following organizations if the Certificate of Attendance or the Certificate of Completion includes:

1. Statement of pre-**approval** from any of these organizations:

- NFPA
- NFPA member associations
- all bar associations
- courts of all jurisdictions within the United States
- inns of court
- National Association of Legal Assistants, Inc. (NALA) or American Alliance of Paralegals, Inc. (AAPI) - either sponsored by them or bearing their accreditation on the certificate of attendance
- JAG Legal Center & School CLE

2. The date of completion or date of attendance. *Note – it should be within 2 years of your renewal deadline in order to use for your credential renewal.

3. The number of CLE hours awarded.

4. The Type of CLE awarded (general or ethics).

***If your CLE Certificate contains all of these items, you do not need to apply for approval by NFPA approval. Go directly to Step 4 – Submit the Credential Renewal Application and include your CLE Certificates as part of your Renewal Application. *If your CLE Certificate does not contain all of these items, proceed to Step 2.**

Step 2

1. Confirm that the CLE is not restricted from approval by NFPA

2. The following subject matters will be considered ineligible for CLE credit:

- a. Law-related classes cannot be classes and/or coursework specifically limited to licensed attorneys or licensed practitioners such as the LLLT or licensed paralegal practitioners; the classes and/or coursework must be related to paralegals
- b. No CLEs will be accepted for NFPA CLE credit that are only limited to licensed attorneys or licensed practitioners such as the LLLT or licensed paralegal practitioners and exclude paralegals
- c. Job-hunting
- d. Non-paralegal career paths
- e. Resume writing
- f. Job interviewing techniques
- g. Anniversary events or other social functions at which the speaker happens to be a legal professional but is not addressing substantive law or professional issue(s)

Step 3

1. Submit CLE Approval Applications
2. Include all of the following documentation/information for CLE approval:
 - o Date of the CLE activity; and
 - o Duration of the CLE activity; and
 - o Location of the CLE Activity; and
 - o Title of CLE Activity; and
 - o Sponsor of CLE Activity; and
 - o Total Credits Attended (including breakdown of the General Hours and Ethics Hours); and
 - o Certificate of Attendance or Certificate of Completion; OR
 - o Transcripts of Completed CLE courses offered from an accepted local bar association; the transcript must clearly identify the attendee and activity information noted above.

3. Pay the appropriate fee
4. Allow up to 60 days for the review process
5. Respond to any requests for additional information
6. Receive CLE Certificate of Approval
7. Proceed to Step 4

Step 4

Submit Credential Renewal Application and include the CLE Certificates from Step 1 OR the CLE Certificate of Approval from Step 4 as part of the application.

Note: The Credential Renewal Application process is a separate review process, completed by the Certification Renewal Coordinators.

NFPA's CLE Guidelines can be found in the [NFPA Policies and Procedures Section 9.10E – CLE Recognition Program Guidelines](#).