



Competitive Professional Development (CPD) for Funding for Online Paraprofessional Courses through The Center for Legal Studies

Announcement Number: CP56/PPRO-FY17-05

SUBJECT TO RECEIPT OF FY17 FUNDING

Date Opened: 15 November 2016

Date Closed: 13 January 2017

All applicants must create a GoArmyEd student account prior to applying for any ACTEDS funded training opportunities. Applications are not to be created and submitted through GoArmyEd, only the creation of a student account is required at this time. Applications will be submitted via e-mail as indicated below. In creating a student account, you only need to complete the fields marked with an asterisk and supervisor concurrence is not required. Creation of the student account should require less than 10 minutes. [\[Click for additional information on GoArmyEd\]](#)

Location: Online through The Center for Legal Studies (CLS) in conjunction with over 130 colleges and universities nationwide. [\[Click for more information on CLS\]](#)



Paralegal Certificate Course (6 March – 16 June 2017)

This 14 week course provides students with a working knowledge of legal authority as well as comprehensive instruction of the American judicial system. Skills obtained include: assisting trial attorneys, interviewing witnesses, investigating complex fact patterns, researching the law and assisting in case preparation for litigation. [\[Click for more information\]](#)

Advanced Legal Res. & Writing Cert. (6 March – 21 April 2017)

This course is designed to examine advanced and specialized approaches to utilizing the legal sources available in the law library and online. Lesson topics include: legal authorities and citations, legal analysis, online legal research, manual legal research, and types of legal writing. [\[Click for more information\]](#)

Victim Advocacy Certificate Course (6 March – 21 April 2017)

Participants will be prepared to assist crime victims in progressing through the criminal justice system and toward successful recovery. Course topics include legal terminology, legal process, legislation regarding victims' rights, ethics, effects of victimization on the victim, victim advocate skills, guardianships and crisis intervention. [\[Click for more information\]](#)

Personal Injury for Paralegals (6 March – 21 April 2017)

Instructors will review the negligence theory of torts upon which many personal injury claims are based. Students will discover the basic categories of damages recovery, statutes of limitations, and schemes for liability. [\[Click for more information\]](#)

Additional Information: CP-56 will fund tuition and books. It is the responsibility of the local supervisory chain to ensure adequate time is made available for timely completion. Please consult the CLS website for course-related questions. **Once enrolled, all courses must be completed with a "C" or higher average or the employee will be required to repay all training costs as outlined in AR 350-1.**

Who May Apply: Permanently appointed U.S. Army civilian paraprofessionals in the CP-56 Legal Career Program (to include Local Nationals). Applicants must have at least three years tenure as an Army Civilian employee, any waivers to this requirement must be sought in accordance with AR 350-1, para. 3-103.

How to Apply: Fully complete the Career Program CP-56, Competitive Professional Development (CPD) Application, including the Statement of Interest, Utilization Plan, and Head of Legal Office (HOLO) Endorsement (HOLO endorsement is required, if the Utilization Plan is not signed by HOLO). E-mail the completed application **and** a copy of your Civilian Career Report in a single digital file to Ms. Sarilyn Leary, Asst. Chief, CP-56, sarilyn.e.leary.civ@mail.mil.

E-mail completed application packets and address questions to:

Ms. Sarilyn Leary
sarilyn.e.leary.civ@mail.mil
254-287-2993

NLT 13 January 2017



CP-56

Recruit, Train, Educate, Develop, Promote and Retain