



Competitive Professional Development (CPD) for Online Paraprofessional Training

Announcement Number: CP56/PPRO-FY16-06

SUBJECT TO CONTINUED FY16 FUNDING

Date Opened: 16 NOVEMBER 2015

Date Closed: 18 DECEMBER 2015

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 an account is required at this time. Applications will be submitted via e-mail as indicated below. [\[Click for additional information on GoArmyEd\]](#)

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 [14 weeks]

The 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. [7 weeks]

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 [7 weeks]

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 [7 weeks]

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. [\[Click for more information\]](#)

Course Dates:

Paralegal Cert. Course: 7 March – 17 June 2016

All others: 7 March – 22 April 2016

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: U.S. Army civilian paraprofessionals in the CP-56 Legal Career Program (to include Local Nationals) with at least three years tenure as a permanent Army civilian employee.

Application packet must contain:

1. [Completed Application for ACTEDS Training Opportunities \[Online\]](#)
2. [Employee's Statement of Interest \[Online\]](#): Propose which course you would like to attend, address how the proposed training furthers your personal development, and detail what you hope to gain from the training.
3. [Utilization Plan \[Online\]](#): It should reflect the anticipated measurable Return of Value/Return on Investment to the organization and/or Army, *i.e.*, what will be the benefit of the applicant's participation in the training. **The Utilization Plan should also contain a statement from the supervisor that a plan has been developed and approved for the employee to complete the course work. MUST BE COMPLETED AND SIGNED BY SUPERVISOR**
4. Civilian Record Brief or Civilian Record Report (*available through <https://acpol.army.mil>*)
5. Head of Legal Office Endorsement (not required if the utilization plan is executed by the same individual)

E-mail completed application packets and address questions to:

Ms. Sarilyn Leary
sarilyn.e.leary.civ@mail.mil 913-684-4924

NLT 18 DECEMBER 2015

Place in subject line: ***Application for CP-56 Online Paraprofessional Training (FY16)***

Digitally attach all required documents in a single file



CP-56

Recruit, Train, Educate, Develop, Promote and Retain