

Board of Immigration Appeals Agency Site Recognition and Agency Staff Accreditation Action Plan

Month 1 = _____

1. Explain to upper management or the board of directors what BIA R & A are and what they let my agency do. Make copies of the *Step-by-Step Guide to BIA Recognition and Accreditation* and give those to the decision makers. Show them a sample BIA application or draft for an affiliate in the network.

Meet with:

2. Gather the following:

For Recognition

- Articles of Incorporation from: _____
- By-laws from: _____
- Staff supervision chart from: _____
- Agency/Program sources of funding from: _____
- Immigration law library sources from:

- Form EOIR-31 from <http://www.usdoj.gov/eoir/eoirforms/eoir31.pdf>
- IRS 501(c)(3) letter (if applicable) from _____
- One or two letters of recommendation commenting favorably on the agency's capacity to practice immigration law from _____

For Accreditation

- Letter from executive director or board chair requesting accreditation
- Resume specific to requesting accreditation
- One or two letters of recommendation with a particular focus on letters from immigration practitioners who comment favorably on the applicant's knowledge of immigration law.

3. Get training in-person, through webinars and at internet training sites like www.immigrationadvocates.org or www.cliniclegal.org

Month 2 = _____

1. Gather documents and mail them to my technical assistance provider.
2. Gain person and on-line training.

Month 3 = _____

1. Make the changes indicated once feedback on the draft application is received from the editors.
2. Send the revised draft back to the editors for final approval.
3. Continue to get substantive immigration law training.

Month 4 = _____

1. Have _____ sign the:
 - EOIR-31
 - Proof of service on the EOIR-31 back page
 - Letter requesting recognition
 - Letter(s) requesting accreditation
 - Date all of the above
2. Make THREE (3) complete copies of the entire applications.
3. Mail the originals to: _____
4. Mail a copy to: _____
5. Mail another copy to: _____
6. Continue to get substantive immigration law training

Months 5 – 7 = _____

1. Wait for approval or denial from BIA.
2. If approved, celebrate by calling key leaders and press in the community.
3. If denied, contact _____ who assisted in editing the packet and immediately corrected any alleged defect and re-file with BIA.
4. Continue to get training.