

Board of Immigration Appeals (BIA) Agency Site Recognition and Agency Staff Accreditation (R & A) Action Plan

For

(Your Agency Name and Staff Name(s) Here)

Month 1 = _____

1. Explain to upper management or the board of directors what BIA R & A are and what they let my agency do. Give copies of the *Step-by-Step Guide to BIA Recognition and Accreditation* to the executive and program directors.

Meet with: _____

2. Get training in person, at webinars and at internet training sites like:

- ASISTA www.asistahelp.org
- Catholic Legal Immigration Network, Inc. (CLINIC) www.cliniclegal.org
- Immigration Advocates Network (IAN) www.immigrationadvocates.org
- Immigrant Legal Resource Center (ILRC) www.ilrc.org

Take these trainings:

_____ on _____
_____ on _____
_____ on _____
_____ on _____
_____ on _____
_____ on _____
_____ on _____
_____ on _____

3. Gather the following:

For Recognition

- Articles of Incorporation from: _____
- By-laws from: _____
- Staff supervision chart from: _____
- Current or future sources of funding for immigration legal services (Do not gather the overall agency funding information): _____
- Immigration Law Library from: _____
- Form EOIR-31 from <http://www.usdoj.gov/eoir/eoirforms/eoir31.pdf>
- Internal Revenue Service letter awarding non-profit status to my agency, 501(C)(3) from: _____
- One letter of reference commenting favorably on the agency's capacity to practice immigration law from either an immigration attorney or a fully accredited BIA representative. Specifically, the letter must say:
 1. The author's knowledge of immigration law and practice.
 2. The author's relationship to and knowledge of the agency and staff seeking R & A.
 3. The author's opinion that the agency and staff have sufficient knowledge and experience in immigration law to practice. And that the staff is of good moral character.
 4. The author's promise to provide comprehensive immigration law technical assistance by answering legal questions from the agency staff.

For Accreditation

- Letter from executive director or board chair requesting partial accreditation and stating that the staffer has sufficient knowledge and experience with immigration law and is a person of good moral character.
- Resume specific to requesting accreditation
- One letter of reference from an immigration attorney or fully accredited BIA representative. The letter should state that the applicant has sufficient knowledge and experience to practice immigration law as a partially accredited representative. The author should also vouch for the good moral character of the staff proposed for partial accreditation.

Month 2 = _____

1. Participate in a telephone meeting with Silvana Arista of CLINIC on this date _____ at this time _____(please indicate your time zone) at this phone number _____ - _____ - _____. Gather documents and

e-mail them to Silvana Arista of CLINIC:

sarista@cliniclegal.org

301-565-4827

- Receive the draft BIA R & A application letters prepared for your agency and your staff from your interview.
- Edit the draft and return it to your CLINIC BIA R & A Guide (Arista)
- Receive your final BIA R & A applications from your CLINIC BIA R & A Guide
- Put your final BIA R & A applications on your agency letterhead

2. Get training in person, at webinars and at internet training sites like:

- ASISTA

www.asistahelp.org

- Catholic Legal Immigration Network, Inc. (CLINIC)

www.cliniclegal.org

- Immigration Advocates Network (IAN)

www.immigrationadvocates.org

- Immigrant Legal Resource Center (ILRC)

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Take these trainings:

_____ on _____

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Month 3 = _____

1. Get training in person, at webinars and at internet training sites like:

- ASISTA

www.asistahelp.org

- Catholic Legal Immigration Network, Inc. (CLINIC)

www.cliniclegal.org

- Immigration Advocates Network (IAN)

www.immigrationadvocates.org

- Immigrant Legal Resource Center (ILRC)

www.ilrc.org

Take these trainings:

_____ on _____

_____ on _____

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_____ on _____

_____ on _____

_____ on _____

2. Work with your CLINIC R & A Guide to examine a possible internship at a BIA R & A agency/private immigration attorney nearby.

Month 4 = _____

1. Have _____ (generally your executive director) 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

1 Make THREE (3) complete copies of the entire applications.

2 Mail the originals, certified mail, return receipt requested, to the Board of Immigration Appeals

3 Mail a copy certified mail, return receipt requested, to local US Citizenship and Immigration Services (CIS) District Director

4 Mail another copy certified mail, return receipt requested to the local Chief Counsel of US Immigration and Customs Enforcement (ICE)

5. Continue to get training.

Month 5-6 = _____ to _____

1. Wait for approval or denial from BIA.
2. If approved, celebrate by calling the local news outlets to advise them.
3. If denied, contact your CLINIC R & A guide to correct whatever the BIA found was missing in your application. For DV/SA groups this is a rare occurrence and CLINIC always succeeds in helping the agency cure the problem.
4. Continue to get training.