

Catholic Legal Immigration Network, Inc. (CLINIC)
“Partial to Full Accreditation Initiative 2024”
Agreement

Summary: The goal of this initiative is to: 1) identify partially accredited representatives working in CLINIC Affiliate or other nonprofit organizations providing charitable immigration legal services and equip them to become full accredited representatives; 2) equip each partially accredited representative with competencies required to represent a noncitizen during removal proceedings; 3) support the partially accredited representative in applying for full accreditation; 4) ensure that the fully accredited representative represents at least one client in removal proceedings by executing a legal services agreement shortly after gaining full accreditation; and 5) expand removal defense representation while allowing Affiliates to maintain their program’s viability.

Project Period: Sept. 6, 2024 – Aug. 29, 2025*

CLINIC Partial to Full Initiative Coordinator contact information:

Gwyn Yates
Training Events Coordinator
gyates@cliniclegal.org
Phone: 301-565-4851

Participating agency agrees to the following:

1. Identify qualified candidate(s) for full accreditation who will engage in court representation after approval of their full accreditation application by Department of Justice (DOJ), Office of Legal Access Programs (OLAP).
2. Inform CLINIC if participant ceases to pursue training for full accreditation or leaves employment.
3. Support each participant in attending and successfully completing the requirements of the training prescribed by CLINIC as a pre-requisite for submitting a full accreditation application to DOJ/OLAP. Refer to the Project Timeline and Summary of Steps for the required training and activities to be completed by the end of the project period. Support includes but is not limited to:
 - a. Provide sufficient time for participant to complete coursework and attend the CLINIC training during work hours;
 - b. Assist participants to identify and establish a mentor/mentee relationship with an in house and/or off-site attorney or fully accredited representative mentor with experience in representing individuals in immigration court prior to or as soon as the course begins; and
 - c. Ensure participants have sufficient time to gain hands-on immigration court experience through the attorney or fully accredited representative mentor.
4. Participating agency agrees to the following: Be responsible for all travel-related expenses to Walnut Creek, California, that participant will incur for the court skills training. CLINIC will provide hotel room (includes breakfast) and lunch during training dates. Dinner is the responsibility of the participant.

Participating agency staff member agrees to the following:

1. Complete the required training and activities by the deadline on the Project Timeline and Summary of Steps.
2. Attend and actively participate in the entire 3-day court skills training in Walnut Creek, California. Agree to contact training@cliniclegal.org and inform CLINIC as soon as possible if unable to attend the entire 3-day court skills training. Understand that to receive a certificate of completion for this training, the staff member must attend the entire duration of the court skills training.
3. Consult with CLINIC to draft a well-constructed, full accreditation application and submit the final draft to CLINIC for review before submitting to DOJ/OLAP and U.S. Citizenship and Immigration Services (USCIS).
4. Submit the full accreditation application to OLAP before or by Aug. 29, 2025, and inform CLINIC when it is filed and when there is a DOJ/OLAP decision on the application on the course website.

5. Within a month of receiving a decision on the full accreditation application from OLAP, submit a final report to CLINIC that explains how this in-depth training and full accreditation status impacted you professionally and your organization's capacity to serve your local immigrant communities. Alternatively, if you do not obtain full accreditation status, explain why you were unable to complete this requirement. Submit this report to CLINIC.

Participating agency and staff understand the following:

1. Agency and participating staff agree to the terms of this project up to the end date of Aug. 29, 2025, or when participant submits a final report to CLINIC as noted above.*
2. CLINIC reserves the right to revoke attendance at the 3-day court skills training for failure to comply with completion of training and course work prior to the relevant deadline outlined in the Project Timeline and Summary of Steps, including failure to complete and submit the case assessment exercise by Jan. 17, 2025. No refund will be issued if CLINIC revokes attendance.
3. If the participant is unable to continue participation in the court skills training, a refund for the registration fee (\$545 for Affiliates or \$650 for Non-Affiliates) will be issued minus a \$70 processing fee before the course opens on Sept. 16, 2024. After this date, no refunds will be issued.
4. Participants from CLINIC Affiliate organizations can receive ongoing technical assistance for renewals of their full accreditation application.

Signatures below indicate acceptance of these terms.

Organization Name

Date

Participant Name

Supervisor Name

Participant Signature

Supervisor Signature