



## REQUEST FOR ACCREDITATION RENEWAL (PARTIAL OR FULL) OF NON-ATTORNEY REPRESENTATIVE

An accredited individual must have their organization file an application to renew accreditation on their behalf every three years. If an application for renewal is filed *on or before* the expiration date, accreditation will remain valid pending OLAP's consideration of the application, and the representative can continue to represent clients. This requires the organization to send it using a method that will provide documentation that it was sent electronically or mailed (postmarked) on or before the expiration date.

OLAP prefers that you submit the application via e-mail to: [R-A-Info@usdoj.gov](mailto:R-A-Info@usdoj.gov). For more information, refer to the EOIR website at <https://www.justice.gov/eoir/recognition-and-accreditation-program>. While not required, OLAP encourages filing the application at least 90 days before the expiration date.

If the individual does not apply for renewal on time, his or her accreditation ends, and they are no longer authorized to practice immigration law. Therefore, it is vital that representatives renew in a timely fashion. If not, the individual cannot engage in the authorized practice of law until they submit a new accreditation application, and that application is approved.

### ELIGIBILITY REQUIREMENTS FOR ACCREDITATION

For renewal of accreditation, the organization must demonstrate that the individual continues to meet the eligibility requirements for accreditation. The proposed representative must:

- Be an employee or volunteer of the recognized organization or one that is applying for recognition;
- Have the character and fitness to represent clients;
- Have broad knowledge and adequate experience in immigration law and procedure;
- Not be an attorney who is eligible to practice law in the U.S. or a U.S. territory, commonwealth, or possession;
- Not have resigned while a disciplinary investigation or proceeding is pending;
- Not be subject to any order disbaring, suspending, enjoining, restraining, or otherwise restricting him/her in the practice of law or representation before a court or any administrative agency; and
- Not have been convicted of a serious crime anywhere in the world.

### ELEMENTS OF THE APPLICATION

- I. Cover letter
- II. Form EOIR-31A (Request by Organization for Accreditation or Renewal of Accreditation of Non-Attorney Representative)
- III. Resume which includes a description of the representative's qualifications, including education and immigration law experience since the last accreditation date.
- IV. A list of all relevant, formal, immigration-related training since the last accreditation date
- V. A certificate of training from the training organization or similarly verifiable record for each training attended

## CHECKLIST FOR EACH ELEMENT OF THE APPLICATION

This checklist is current as of the publication date. It does not constitute legal advice. The laws, interpretations of the laws, forms, and policies associated with DOJ recognition and accreditation change occasionally, so please confirm that the information in this guide is still current before relying on it. Please check the DOJ/EOIR website for form versions, instructions, recent case law regarding DOJ recognition and accreditation, and other important information. The website is <https://www.justice.gov/eoir/recognition-and-accreditation-program>. We also encourage you to review the Frequently Asked Questions (FAQs) on the recognition and accreditation program which is available on the EOIR website at the same link shown above.

Additional information may be found in CLINIC's DOJ Recognition and Accreditation Toolkit at <https://cliniclegal.org/toolkits/recognition-accreditation>.

### **I. Cover Letter**

Best Practice Tips!

- The cover letter should be clear and concise, have the correct information for OLAP, cite the correct regulations, and contain a list of enclosures.
- See CLINIC's sample cover letter

### **II. Form EOIR-31A (Request by Organization for Accreditation or Renewal of Accreditation of Non-Attorney Representative)**

NOTE – Effective November 3, 2023, organizations are required to use the October 2022 Revision of the form EOIR-31A. OLAP will return any applications submitted using prior versions of the forms.

The applicant is using the October 2022 version of form EOIR-31A (this can be verified by looking at the bottom right corner of the form.) As of the date of this check list, this is the [link](#) for the current form.

#### Part 1. Non-Attorney Representative Information

The applicant checked the correct box for accreditation renewal

Best Practice Tips!

- Check the accreditation expiration date to be sure it's correct and consistent with what is listed in the DOJ roster.
- The applicant should list their full legal name, including any middle name.
  - Check the DOJ [roster](#), cover letter and resume for consistency. If they have not used any other names, write "None" in the space provided.
- Check that the name of the organization is consistent with the name listed on the DOJ roster at [roster](#)
- Check that the address(es) are consistent with the information provided in the resume and organizational chart. For organizations already recognized, make sure the address is consistent with the address(s) listed on the DOJ [roster](#).

## Part 2. Qualifications for Accreditation

### A. About the Representative

- The applicant has checked their status as an employee or volunteer.

#### Best Practice Tip!

- If the applicant has checked a status other than employee or volunteer with the organization, check for eligibility. OLAP has stated that contractors are not eligible for accreditation.
- The applicant listed *any and all* previous applications for accreditation.

#### Best Practice Tips!

- If any of those previous applications were disapproved or terminated, be sure to include the requested details on the form and to address the reasons for disapproval or termination in an addendum. Include supporting documentation if needed.
- If the applicant is unsure of dates of previous applications, include an addendum with a general explanation.

### B. Representative's Knowledge and Experience

- The applicant answered the question(s) about frequency of direct legal representation

#### Best Practice Tips!

- The instructions to Form EOIR-31A say that the applicant should indicate an approximate number of times the representative has entered an appearance before USCIS or EOIR on forms G-28, E-28 or E-27. Write “approximately” and give an estimate rather than exact numbers.
- If the applicant has *not* filed any G-28, E-28, or E-27s since their last accreditation date, they will need to provide an explanation why accreditation is needed in order to avoid losing it. This could include, but not limited to, providing effective supervision to immigration practitioners, assist pro se clients or with pro se workshops, or serve as a consultation specialist.
- If the applicant is renewing full accreditation and has *not* handled any EOIR cases since their last accreditation date, they will need to provide an explanation of why full accreditation is needed (such as supervisory duties) in order to avoid losing it. In addition, the applicant needs to demonstrate how they have maintained the knowledge and skills needed for full accreditation.
- EOIR may request client Registration Numbers (A-Numbers) to assess the representative's work before the immigration courts and BIA. Though this information is not required for the renewal application, applicants should be prepared to provide this information if OLAP requests it after they submit their application.
- The applicant checked “yes” to the question “*Does the representative possess broad knowledge and adequate experience in immigration law and procedure?*”
- The applicant checked the two boxes indicating that the following documents are included in the application:
  - A description of the representative's qualifications, including education and immigration law experience. (*See part III of this checklist for best practice tips*).

- A list of all relevant, formal, immigration-related training with certificate of training from the training organization or similarly verifiable record. (*See part IV & V of this checklist for best practice tips*).
- If renewing full accreditation, the applicant checked the two boxes acknowledging that the applicant
  - Possesses skills essential for effective litigation; and
  - Has formal training, education, or experience related to trial and appellate advocacy (*See parts III -V of this checklist for best practice tips*).

### C. Representative's Background

- The applicant provided their date of birth and answered all the character and fitness questions.

**Note -OLAP** will use the DOB to conduct a criminal background check and a financial background check for judgements and liens on all applicants

- The applicant has answered the five questions about the applicant’s background.
- If the applicant answered “yes” to any of the questions or needs to explain any past criminal or financial background information, they have included an addendum.

#### Best Practice Tips!

- It is important that individuals know that they must disclose everything to OLAP. Even if it was something that was expunged. OLAP will still find it and still want to know about it. OLAP typically is not concerned with basic traffic citations, like speeding, unless drugs or alcohol were involved. OLAP will want to know about any defaulted loans or child support payment issues that have occurred.
- *Has the representative ever been found guilty of, or pleaded guilty or nolo contendere to, a serious crime, as defined in 8 C.F.R. § 1003.102(h), in any court anywhere in the world?*
  - Those who committed or attempted to commit a “serious crime” are not qualified to be an accredited representative. “Serious crime” is defined in the regulations at 8 CFR § 1003.102(h) to include any felony as well as any lesser crimes that have an element of: (i) interfering with administration of justice, (ii) false swearing, (iii) misrepresentation, (iv) fraud, (v) willful failure to file income tax returns. (vi) deceit, (vii) dishonesty, (viii) bribery, (ix) extortion, (x) misappropriation, or (xi) theft. Additionally, any attempt, conspiracy, or solicitation to commit a serious crime is disqualifying.
- *Has the representative ever committed prior acts involving dishonesty, fraud, deceit, or misrepresentation?*
  - OLAP will consider acts of dishonesty, fraud, deceit, or misrepresentation in evaluating whether the individual has the character and fitness to become an accredited representative. They will also consider general criminal history and history of neglecting professional financial or legal obligation. Unlike the “serious crime” prohibition, these are factors OLAP considers. Therefore, be forthcoming about any acts that may fall into these categories and proactively explain and rehabilitate the applicant’s character with positive factors.
- *Does the representative have a current immigration status that presents an actual or perceived conflict of interest?*

- Typically, OLAP does not consider immigration status to be a conflict unless the person is in active deportation, exclusion, or removal proceedings or who has been issued a notice of intent to revoke or terminate an immigration status. OLAP typically is willing to approve accreditation for immigrants who hold DACA or Temporary Protected Status (TPS). See. [81 FR 92346](#) at page 92352 for more information.
- *Has the representative ever resigned while a disciplinary investigation or proceeding was pending?*
  - 8 C.F.R. § 1292.12(a)(5) refers to potential applicants’ eligibility when applying for accreditation and provides that an individual is only eligible for accreditation if they have not “resigned while a disciplinary investigation or proceeding is pending and is not subject to any order disbaring, suspending, enjoining, restraining, or otherwise restricting the individual in the practice of law or representation before a court or any administrative agency.” This refers to former attorney discipline before a state board or discipline before EOIR’s disciplinary counsel.
- *Is the representative subject to any order disbaring, suspending, enjoining, restraining, or otherwise restricting the individual in the practice of law or representation before a court or any administrative agency?*
  - As above, disbarments, suspensions and past restrictions on law practice prohibit accreditation.

### Part 3. Declaration of Authorized Officer

- Remember to sign and date this section once the application is complete and ready to submit

#### Best Practice Tips!

- The Authorized Officer should be the same person already designated by the recognized organization.
- Be aware that the declaration of Part 3 states that under **penalty of perjury, the AO attests that they have** examined the form, including accompanying attachments, and to the best of their knowledge and belief, it is true. While the AO should do their due diligence to verify the contents of the application, they should keep in mind that conducting an in-depth analysis of the employee or volunteer’s background may be in violation of state laws and/or subject the organization to EEOC complaints. If there is a particular question or concern, then the AO, employee or volunteer should consider contacting their HR department for further direction.

### Part 4. Declaration of Representative

- Remember to sign and date this section once the application is complete and ready to submit to OLAP.

### Part 5. Proof of Service on USCIS District Director(s)

- Remember to sign and date this section once the application is complete and ready to submit to OLAP.

#### Best Practice Tips!

- Make sure that the correct address(s) for the USCIS District Office for the principal and all extension locations are included. Check the USCIS website to be sure the address is correct: <https://www.uscis.gov/scams-fraud-and-misconduct/avoid-scams/become-an-authorized-provider>.
- If submitting the application electronically to the USCIS District Director, indicate the email address along with the physical address.

### **III. Resume which includes a description of the representative’s qualifications, including education and immigration law experience.**

#### Best Practice Tips!

- Follow the current CLINIC resume templates with the recommended sections of Relevant Experience and Immigration Benefit Applications Assisted and Familiar with.
- List the office address where the applicant is based at the top and make sure this information is consistent with the information about the applicant in the organizational chart, if there is a concurrent application for recognition.
- List the applicant’s position with the organization applying for their accreditation renewal first.
- Include detailed, hands-on experience in the job description that includes updated experience since the last accreditation date
- For full accreditation renewal, include a brief description of EOIR and/or BIA cases handled since last accreditation date.
- Include attending ongoing training on immigration law and staying up to date on changes in the job description.
- Clearly list the dates and title for each job.
- Update the list of immigration applications you have assisted and/or familiar with, particularly focusing on applications that are key to the services your immigration program provides/plans to provide. For example, key forms for a family-based immigration program would be I-130, I-485, and N-400. Make sure to include other common forms as well.
- Include additional languages spoken on the resume.

### **IV. A list of all relevant, formal, immigration-related training**

#### Best Practice Tips!

- Follow the Current CLINIC list of trainings template for documenting trainings.
- List only trainings since the last accreditation date.
- In their FAQ, OLAP stated a preference that applicants should spread out their trainings by taking them each year of the prior accreditation period rather than to wait to take trainings one year prior to renewal. If that was not possible, you may want to explain that in your cover letter and demonstrate other methods of ongoing training and hands on experience through the accreditation period.
- For renewals, accredited representatives are required by regulations to demonstrate that they have continued to receive formal training in immigration law and procedure “commensurate with the services the organization provides and the duration of the representative's accreditation.”
  - Trainings taken during the three-year practice period should cover topics that reflect the representative’s caseload and changes to immigration laws, policies, and regulations.

- Make sure the applicant lists training that are related to the services the program provides/plans to provide. If additional trainings are needed there are many free ones available at <https://www.cliniclegal.org/training/archive>, and <https://www.immigrationadvocates.org/nonprofit/webinars/> (membership required for access to training – free for employees of non-profits).
- Make sure trainings that are specific to substantive areas of immigration law practice are included. Note that program management and cultural competence can be included, but OLAP has stated that they are not sufficient on their own for accreditation renewal.
- For renewal of full accreditation include some trainings related to court cases.
- For each training include the title, type of training (webinar, 8-week e-learning course, 2-day conference, etc.), specific dates (DD/MM/YEAR), duration (hours), and organization that provided it. A one or two sentence description is helpful if it is not obvious from the title.
- List trainings in an organized manner, such as listing the training courses in reverse chronological order.

**V. A certificate of training from the training organization or similarly verifiable record for each training attended**

Best Practice Tips!

- Include a certificate or other proof for every training listed on the training list is included. Other proof includes print out confirmation of attendance (registration is not sufficient).
- If you are attending a recorded training as opposed to a live session where a certificate of completion or other verifiable record of attendance is not issued, you will need to submit an Affidavit attesting to your training attendance that is signed by you and your supervisor. See CLINIC’s sample Affidavit.
- Present proof of training in the same order as the training is listed on the resume for ease of review by OLAP.
- OLAP’s FAQ asks that copies of PowerPoint handouts and other similar materials NOT be included in the application, but that for **conferences and other lengthy courses**, it is helpful to include a schedule, agenda(s), course syllabus or program.
- Check that every certificate is signed (digital or ink) and the name(s) is also printed. OLAP will send an RFE for any missing signatures (when a signature line(s) is blank).
- Check that the duration for the training listed on the resume matches the duration listed on the certificates.

**APPLICATION SUBMISSION BEST PRACTICE TIPS!**

- Present the supporting documents in the same order listed in the cover letter and outlined in EOIR-31A.
- Clearly title/label documents and make sure they match how titles are listed in the cover letter.
- OLAP and USCIS prefer applications to be submitted via email. You can email your application to OLAP at [R-A-Info@usdoj.gov](mailto:R-A-Info@usdoj.gov) and copy your USCIS District Director on the email to OLAP for ease of submission. To locate the USCIS District Director with jurisdiction over your office location(s), you can visit the USCIS website at <https://www.uscis.gov/scams-fraud-and-misconduct/avoid-scams/become-an-authorized-provider>.

[Click here to return to part I of this checklist](#)

**SAMPLE COVER LETTER FOR ACCREDITATION RENEWAL REQUEST  
[PARTIAL OR FULL]**

[Date]

Recognition and Accreditation Program Coordinator  
Office of Legal Access Programs  
Office of Policy  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 2400  
Falls Church, VA 22041

RE: Request for renewal of [partial/full] accreditation of [organization name] staff member [full name]

Dear Recognition and Accreditation Program Coordinator:

[Organization name] is a DOJ recognized organization located at [full address]. With this application, [organization] is seeking renewal of [partial/full] accreditation for its staff member, [name].

Enclosed, please find a completed Form EOIR-31A along with supporting documentation. We have included a full list of enclosures below. \_\_

Thank you very much for your fair and rapid consideration of [organization's] request for renewal of [partial/full] accreditation for [name].

Sincerely,

[Name of Authorized Officer]  
[Job Title]

Enclosures:

- Form EOIR-31A [Rev. Oct. 2022]
- Updated resume for [staff name] with representative's continued immigration law experience and list of trainings attended since last accreditation date
- Copies of certificates for trainings attended or similarly verifiable record from the training organization.
- Affidavit for trainings attended [if needed]



Click here to return to part III of this checklist

Click here to see a sample resume for full accreditation

## **SAMPLE RESUME FOR PARTIAL ACCREDITATION**

Susan S. Sanchez

Any Church

1234 Main Street, Any Town, State 98765

555-222-1278

[immigration@anychurch.org](mailto:immigration@anychurch.org)

**[Tip! Use the individual's work address and contact information rather than his/her personal contact information. You may also put the resume on organization letterhead.]**

### **RELEVANT EXPERIENCE**

**[Tip! In addition to experience in immigration legal services, include experience that involves immigrants, working with other cultures, and legal experience gain in other areas of law or abroad. Be sure to include any shadowing or hands-on experience gained with other organizations.]**

#### **Any Church**

*Multicultural Ministries Volunteer*

*September 2021-Present*

- Volunteered in a number of outreach activities geared toward serving immigrants in the Any Town area.
- Led setup of Immigration Ministry including obtaining training and hands on experience, fundraising and logistics management.

#### **World Relief DuPage/Aurora**

**Wheaton, IL**

*Internship*

*October 2022*

- Received training in immigration law and program management
- Under the supervision of DOJ accredited representatives, observed and assisted in conducting client intakes; filling out forms; document review and compilation; case management and follow-up.

#### **Advocacy Organization for Immigration Reform**

**Suburb, ST**

*Volunteer*

*April-June 2021*

- Organized a Forum on Immigration Reform that discussed a summary of the U.S. Senate Proposed legislation.
- Raised money for the event which consisted of making calls, sending emails, and visiting potential financial contributors.
- We invited the media, community members, organizers, lawyers, professors as well as Council members.

### **Immigration Benefit Applications Assisted and Familiar with:**

**[Make sure to list both the form number and name.]**

AR-11 Change of Address

G-28 Notice of Entry of Appearance as Attorney or Accredited Representative

G-639 Freedom of Information/Privacy Act Request

I-90 Application to Replace Permanent Resident Card

I-130 Petition for Alien Relative

I-131 Application for Travel Document  
I-485 Application to Register Permanent Residence or to Adjust Status [Asylum and Family-Based Applications]  
I-539 Application to Extend/Change Nonimmigrant Status  
I-589 Application for Asylum and for Withholding of Removal  
I-751 Petition to Remove the Condition on Residence  
I-765 Application for Employment Authorization  
I-765WS (Complement with Employment Authorization for DACA)  
I-821D Consideration of Deferred Action for Childhood Arrivals  
I-912 Request for Fee Waiver  
I-918 Petition for U Nonimmigrant Status  
I-918 Supplement A, Petition for Qualifying Family Member of U-1 Recipient  
I-918 Supplement B, U Nonimmigrant Status Certification  
N-400 Application for Naturalization  
N-565 Application for Replacement of Naturalization/Citizenship Document  
N-600 Application for Certificate of Citizenship

## **EDUCATION**

Bachelor of Arts in French  
University of the Upper Peninsula, MI

May 2016

## **SPECIAL SKILLS**

Language: Fluent in Spanish and English

## SAMPLE RESUME FOR FULL ACCREDITATION

Josephine Blauer  
World Relief Kalamazoo  
135 Blueberry Way  
Kalamazoo, MI 12345  
(443) 451-1992  
[jblauer@wr.org](mailto:jblauer@wr.org)

**[Please note: use organization contact information,  
not your personal contact information]**

### RELEVANT EXPERIENCE

**[For employment entries, you should show the title, organization, time worked, and basic job duties for each job in which you gained immigration experience.]**

Immigration Advocate  
World Relief Kalamazoo

December 2019-Present

- Partially accredited representative since x date.
- Evaluate clients' eligibility for immigration benefits and possible bars to immigration.
- Assist eligible clients with completion of appropriate immigration benefit applications and filing.
- Assist clients to schedule immigration appointments.
- Represent clients at naturalization interviews before USCIS.
- Assist clients with translation of legal documents.
- Attend ongoing immigration law trainings to maintain accreditation and stay up to date on new developments in immigration law.
- Review immigration list serves and websites regularly to stay up to date on immigration changes.
- Provide immigration referrals when necessary.
- Attend monthly meetings with USCIS District Office.
- Conduct outreach and information sessions to inform community members about immigration benefits and new developments.

### Advocacy, Research, & Writing Skills

- Working under the supervision of an immigration attorney for six months, gained experience needed for full accreditation.
- Gained experience in conducting legal research; interviewing clients; writing declarations, affidavits, pleadings, and motions; preparing clients for immigration court hearings; and observing proceedings before the immigration court.
- Observed master calendar hearing for clients of Jane Attorney, Esq. at [name of] Immigration Court on x date.
- Observed individual hearing for client of Jane Attorney, Esq. at Immigration Court on x date.

*Please see attached, redacted writing samples related to court cases assisted with.*

*Please see attached log for a full list of experiences and observations at the Immigration Court.*

Immigration Benefit Applications Assisted with:

**[These are common forms that advocates may have completed. List only the forms you have actually prepared and add any that are not listed here. Add the number and title of the form.]**

AR-11	Change of Address
G-325A	Biographic Information
G-639	Freedom of Information/Privacy Act Request
I-90	Application to Replace Permanent Resident Card
I-102	Application for Replacement/Initial Nonimmigrant Arrival/Departure Record
I-130	Petition for Alien Relative
I-131	Application for Travel Document
I-134	Affidavit of Support
I-485	Application to Register Permanent Residence or to Adjust Status [Indicate whether for Refugees, Asylees, and/or Family-Based Applications]
I-602	Application by Refugee For Waiver of Grounds of Excludability
I-730	Refugee/Asylee Relative Petition
I-751	Petition to Remove the Conditions on Residence
I-765	Application for Employment Authorization
I-864	Affidavit of Support
I-864A	Affidavit of Support Contract Between Sponsor and Household Member
I-864EZ	Affidavit of Support
I-864W	Intending Immigrant's Affidavit of Support Exemption
N-400	Application for Naturalization
N-600	Application for Certification of Citizenship
N-648	Medical Certification for Disability Exceptions

**EDUCATION**

Bachelor of Arts in French May 2012  
University of the Upper Peninsula, MI

**[You may add the date of graduation if you like, but it is not required.]**

**SPECIAL SKILLS**

Fluent in Spanish, French, and English

Extensive experience working with immigrants and refugees from various cultures and countries, such as: France, Kenya, Sudan, Thailand, Burma, Canada, Mexico, Colombia

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Click here to for a sample list of trainings for full accreditation

## SAMPLE LIST OF TRAININGS FOR PARTIAL ACCREDITATION

### IMMIGRATION RELATED TRAININGS

[For initial applications for accreditation, make sure you have at least one recent course that provides a comprehensive overview of immigration law.

**Tip! OLAP has stated that the fundamentals course alone is not sufficient training for accreditation. Therefore, in addition to the fundamentals course, make sure the applicant lists additional trainings that are related to the services the program provides/plans to provide. For each training, add a couple of sentences describing what was taught if it is not clear from the title (examples are the fundamentals course and longer training series and conferences.)**

*\*\*\*Comprehensive Overview of Immigration Law: A Course for New Practitioners (a course on the fundamentals of immigration law, procedure, and practice.)*

By: Catholic Legal Immigration Network, Inc.  
8-week, Intensive E-learning Course June 12, 2023 – August 3, 2023  
(24 hours of webinar instruction and 30 hours of self-study)  
One or two sentences describing what the training covered.

*Other related trainings:*

*Overview of Temporary Protected Status*

By: Organization name(s)  
Webinar (1.5 hours) December 1, 2023

*Immigration Program Management Techniques and Strategies*

By: Catholic Legal Immigration Network, Inc.  
Webinar (1.5 hours) November 26, 2023

*Getting In-and-Out While You Wait: Travel for U Conditional Grantees*

By: Catholic Legal Immigration Network, Inc. and ASISTA  
Webinar (1.5 hours) October 8, 2023

*\*\*\*Comprehensive Overview of Immigration Law: A Course for New Practitioners (a course on the fundamentals of immigration law, procedure, and practice.)*

By: Catholic Legal Immigration Network, Inc.  
6-week, Intensive E-learning Course July 6 – August 20, 2022  
(18 hours of webinar instruction and 30 hours of self-study)  
One or two sentences describing what the training covered.

*Special Immigrant Juvenile Status*

By: U.S. Committee for Refugees and Immigrants  
Webinar (1.5 hours) June 2, 2023

*Affidavit of Support*

By: World Relief

Webinar (1.5 hours) May 11, 2023  
One or two sentences describing what the training covered.

*Immigrations Consequences of Criminal Convictions*  
By: Esperanza Immigrant Rights Project  
Los Angeles, CA (in-person training, 6 hours) October 10, 2023

*Naturalization Application Training Workshop/Clinic Volunteers*  
By: Asian Americans Advancing Justice  
Los Angeles, CA (in-person training, 2 hours) May 21, 2023

CLINIC Convening May 24-26, 2023  
List sessions attended

**SPECIAL SKILLS**

Language: Fluent in Spanish and English

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## **SAMPLE LIST OF TRAININGS FOR FULL ACCREDITATION**

**[List recent trainings in the last three years. Seek advanced level trainings to prepare for full accreditation.]**

*Court Skills Training for Partially Accredited Representatives*

In-Person Training in Chicago, Illinois (35 hours)

Catholic Legal Immigration Network, Inc.

Month/day/year

Provide a brief summary describing what the training covered.

*Representing Clients in Removal Proceedings*

Eight Webinar Series (12 hours)

Catholic Legal Immigration Network, Inc.

Month/day/year

Provide a brief description of what the training covered.

*Asylum for DACA and TPS Holders*

Webinar (1.5 hours)

Catholic Legal Immigration Network, Inc.

Month/day/year

Provide a brief description of what the training covered.

*Written and Oral Advocacy in Immigration Court*

Webinar (1.5 hours)

Immigration Advocates Network

month/day/year

Provide a brief description of what the training covered.

*Challenging the Government's Case in Immigration Court*

Webinar (1.5 hours)

Immigration Advocates Network

month/day/year

Provide a brief description of what the training covered.

*The Federal Rules of Evidence: What Immigration*

*Court Representatives Need to Know*

Webinar (1.5 hours)

Catholic Legal Immigration Network, Inc.

Month/day/year

Provide a brief description of what the training covered.

*Getting Clients Released on Bond*

Webinar (1.5 hours)

Florence Immigrant & Refugee Rights Project

month/day/year

Provide a brief description of what the training covered.

*Humanitarian Immigration Law Clinic*

6<sup>th</sup> Annual Immigration Law Seminar (7 hours)

School of Law, City, State

month/day/year

Provide a brief description of what the training covered.

[Click here to return to part V of this checklist](#)

**SAMPLE AFFIDAVIT FOR TRAININGS MISSING A CERTIFICATE OF COMPLETION**

To whom it may concern:

I attest under penalty of perjury that [name of applicant] completed the following immigration trainings. A certificate is not available for these trainings because [explanation].

<b>Immigration Trainings Attended by name of applicant</b>				
<b>Date</b>	<b>Training Title and Brief Description of the Training</b>	<b>Type of Training</b>	<b>Hours</b>	<b>Training Provided By</b>

Applicant Name (print), Signature, and Date:

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Supervisor Name (print), Signature, and Date:

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