

AMERICAN BAR ASSOCIATION

Standing Committee on
Paralegals

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www.americanbar.org
www.abaparalegals.org

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August 13, 2018

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Linda Marks
Pima Community College
1255 North Stone Avenue
Tucson, AZ 85709-3030

Dear Ms. Marks:

I am pleased to inform you that in August 2018, the House of Delegates of the American Bar Association, acting on the recommendation of the Standing Committee on Paralegals, granted reapproval to the Paralegal Program at Pima Community College.

As you may know, the term of approval is for a period of seven years, beginning August 2016 and ending August 2023.

The next report to be submitted to the ABA will be the Interim Report, which is due during the third year of the program's approval; the report will be due on **August 15, 2019**. Once again, the Interim Report will be submitted using the new electronic reporting system which you used to submit your application for reapproval. You will receive a reminder message concerning the deadline for submission of the Interim Report about six months before it is due.

Following the interim report, the application of the program for reapproval, including a self-evaluation report, supporting documents, and fees, must be filed no later than **November 15, 2022**. Failure to submit the application for reapproval and the accompanying fee will result in the assessment of a \$250.00 late fee. Your institution will receive an invoice for the reapproval fee. You will again use the electronic reporting system to submit the application for reapproval.

In addition to meeting the reporting requirements and remaining in compliance, approved programs must pay an annual fee, which will be billed in February and is due by May 1 each year. Current information about the fee schedule is available on our website.

Should any major changes be made to your program between reports, please report such changes to the ABA by submitting a substantive change reporting form through the electronic reporting system. Guideline G-104.M of the ABA *Guidelines for the Approval of Paralegal Education Programs*, lists the major changes that must be reported. Also, please note G-501.A, which outlines the

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Pima Community College

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restrictions on advertising ABA approval and references to ABA approval in program literature. As required, please use the words “approval” or “approved” in describing your status; please refrain from using the ABA logo and from citing the language of the site team report in advertisements, brochures, and other promotional literature.

Once again, congratulations on your ABA reapproval, and thank you for your support of the ABA Approval process. If you find that you have any questions, please do not hesitate to contact Jessica Watson, Approval Process Manager, at Jessica.Watson@americanbar.org or 312-988-5757.

Congratulations and best wishes for continued success with your program.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Jennison', is written over a light gray rectangular background.

Christopher Jennison, Chair
ABA Standing Committee on Paralegals