



Date: October 29, 2020

To: California Paraprofessional Program Working Group

From: Julia Brynerson and Stephen Hamilton

Subject: Status Report on Licensing Requirements for a Paraprofessional Program

Executive Summary

The California Paraprofessional Program Working Group (CPPWG) is charged with developing recommendations for consideration by the Board of Trustees for the creation of a paraprofessional licensure/certification program to increase access to legal services in California. The CPPWG's charter is informed by the [California Justice Gap Study](#) and the [Task Force on Access Through Innovation of Legal Services](#). In carrying out its charge, the CPPWG must balance the dual goals of ensuring public protection and increasing access to legal services. The CPPWG's recommendations to the Board will include, among other topics, the requirements for paraprofessional licensing.

Discussion

The initial project plan for the CPPWG provided for the selection of practice areas and tasks that would be authorized for licensed paraprofessionals, to be followed by development of recommendations for the licensing requirements, regulatory structure, and disciplinary system for the program.

At its August 25, 2020 meeting, however, members of the CPPWG expressed reservations with regard to endorsing paraprofessional practice areas and tasks in the absence of an understanding of the requirements for licensing, regulation, and discipline for this newly created license. The working group decided, therefore, to pivot to consideration of these topics, after which it would return to the subject of practice areas and tasks. Three subcommittees were formed subsequent to the August meeting in response to this pivot: Licensing, Discipline, and Regulation.

The Licensing Subcommittee, comprised of Julia Brynerson and Stephen Hamilton, was tasked with the development of recommended paraprofessional licensing requirements. In doing so, we considered the following information:

- Licensing requirements in other jurisdictions with paraprofessional programs;

- Education and training requirements for California paralegals and Legal Document Assistants; and
- Curricular requirements for paralegal education programs.

This memo provides a report on the status of our discussions, and preliminary recommendations regarding licensing requirements for paraprofessionals.

Licensing Requirements in Other Jurisdictions

We reviewed the licensing requirements in the following states and Canadian province, which have implemented, or are in the process of implementing, a legal paraprofessional program:

- Arizona
- Utah
- Washington
- Ontario

Licensing requirements in each of these jurisdictions include the following elements:

- Education
- Examination
- Experiential hours
- Moral character assessment
- Background check¹

Our review found that all programs require a significant amount of education; some states require specific coursework in the subject matters in which the paraprofessional seeks to practice, while others allow for experiential training in practice areas but do not require such coursework. Experiential training requirements range from 120 hours (Ontario) to 1 year, without a specified number of hours (Arizona). Attachment A includes a summary of the requirements in each of these jurisdictions.

Requirements for California Paralegal and Legal Document Assistants (LDAs)

We reviewed Business and Professions Code sections 6450 and 6402.1, which specify education and training requirements for paralegals and LDAs in California. Both paralegals and LDAs have minimum educational requirements. While LDAs are not required to demonstrate experience before offering their services, paralegals who have not completed a paralegal certification program are required to do so. Paralegals are required to work under the direct supervision of an attorney; LDAs may work independently, but are prohibited from providing legal advice or representation. Attachment A includes a summary of the requirements for California paralegals and LDAs.

Curricular Requirements for Paralegal Programs

¹ Ontario does not conduct a background check for applicants to their paraprofessional program. However, applicants are required to disclose information about any criminal history.

The American Bar Association (ABA) has a program that provides approval to paralegal programs that meet its guidelines. These guidelines require at least 60 semester hours that include general education and legal specialty courses; they do not provide specific curricular requirements.

We reviewed the curricular requirements for the paralegal studies program at American River College, which is an ABA-approved program. The program offers a one-year certification program for those who already possess an AA degree, and a two-year program for those who do not. Both programs require classes in legal research, evidence, civil procedure, and legal writing, as well as in certain practice areas. The requirements for the American River College paralegal studies program are provided as Attachment B.

Preliminary Recommendations

In our discussion of licensing requirements for a paraprofessional program, we have been mindful of the need to strike a balance between consumer protection and program viability. We have been particularly mindful of Washington's experience. The program sunset due to low numbers of licensed paraprofessionals and the resulting impact on the cost of program administration. Review of media coverage and discussions with those familiar with the program suggest that the requirements for licensure, as well as the limited practice areas allowed under the program, contributed to these low participation rates. We believe that it is possible to develop licensing requirements that ensure competence without being so onerous as to discourage participation. With these considerations in mind, we offer the following framework for licensing. Table 1 provides detailed requirements for California paraprofessionals. Table 2 provides a comparison of these requirements with those in other jurisdictions.

Table 1: Proposed Licensing Requirements

Requirement	Recommendations
Educational Prerequisites	Graduate of ABA or California Accredited law school; or Paralegal qualified under Business and Professions Code §6450(c)
Educational Requirements [In addition to prerequisites set forth above]	<p>All practice areas</p> <ul style="list-style-type: none"> ○ 3 credit hours Professional Responsibility (can be tested out of by law school graduates who pass the Professional Responsibility Exam) ○ 3 credit hours Evidence [practical and not theoretical] ○ 3 credit hours Court Procedure ○ 3 credit hours Court Advocacy <p>Subject matter specific credits, including theoretical and practical</p> <ul style="list-style-type: none"> • Family Law: 6 credit hours <ul style="list-style-type: none"> ○ 3 credit hours Family Law and Procedure <ul style="list-style-type: none"> ▪ These credits may be satisfied by passing a test that covers the subject matters addressed in this course. ○ 3 credit hours Advanced Family Law and Procedure, with a focus on helping self-represented parties for hearings and trial ○ Credit units to be set based on number of course hours projected to achieve competency [1 credit = 17 hours]

Requirement	Recommendations
	Credit hours to be set based on the number of course hours projected to achieve competency in specific practice areas ²
Practical Training (Experiential)	480 hours, over a minimum of 10 weeks Completed within two years before or 1 year after completion of exam
Testing	Subject matter specific testing <ul style="list-style-type: none"> Subject matter subcommittees to recommend specific elements and parameters of testing Professional Responsibility Exam modeled after attorney exam
Moral Character & Background Check	<ul style="list-style-type: none"> Fingerprinting & background check equivalent attorney requirements Not disbarred or resigned with charges pending in any jurisdiction Not denied admission to State Bar of California due to moral character or background check

Table 2: Comparison of Licensing Requirements

	Arizona	Utah	Washington	Ontario	California (Proposed)
Degree/Certificate	<ul style="list-style-type: none"> Paralegal B A Paraprofessional Master of Legal Studies JD 	<ul style="list-style-type: none"> JD Paralegal 	AA	Paralegal	<ul style="list-style-type: none"> JD Paralegal
Educational Credits	24credits (included in degree/certification)	Credits not specified	60 credits (in addition to degree)	710 instructional hours (included in degree/certification)	18 credits (in addition to degree)
Experiential Hours	120 hours (included in degree/Certification) 1 year for those who do not meet specified educational requirements	1,500 hours	1,500 hours	120 hours	480 hours

²The Western Association of Schools and Colleges requires accredited schools to comply with the definition of credit hours provided by the Code of Federal Regulations, 34 CFR 600.2 and 34 CFR 602.24, as follows: "One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit."

Next Steps

This Subcommittee should reconvene subsequent to final decisions regarding authorized practice areas and tasks in order to develop requirements for subject matter specific training for each authorized area as well as to flesh out curricular and testing requirements. This work should be done in consultation with subject matter and exam development experts.

	Moral Character Requirement	Education	Exam	Experiential Hours	Certifications	Waivers	Background Check
Arizona	Yes. Must not have been disbarred in any state, or denied admission to practice in Arizona	One of the following: A. Degree or certificate in paralegal studies approved by ABA or institutionally accredited with a minimum of 24 semester units in legal specialization units. For all endorsements: <ul style="list-style-type: none">3 credit hours in professional responsibility For Family Law and Civil Endorsement <ul style="list-style-type: none">3 credit hours in family law6 credit hours in civil procedure3 credit hours in evidence3 credit hours in legal research and writing120 hours of experiential learning under the supervision of a lawyer that includes content on advocacy For Criminal law endorsement: <ul style="list-style-type: none">3 credit hours in criminal law3 credit hours in evidence3 credit hours in legal research and writing120 hours of experiential learning under the supervision of a lawyer that includes content on advocacy For Administrative Law endorsement: <ul style="list-style-type: none">3 credit hours in administrative law3 credit hours in evidence3 credit hours in legal research and writing120 hours of experiential learning under the supervision of a lawyer that includes content on advocacy OR B. Bachelor of Arts degree in law from an accredited college or university and approved by the court that includes the coursework listed under A for each of the practice area endorsements OR C. Completion of certification program for Legal Paraprofessionals approved by the Arizona Judicial Council that provides the subject matter courses listed under A for each of the practice area endorsements D. Master of Legal Studies from ABA accredited law school that includes the coursework listed under A for each of the practice area endorsements OR	Limited license legal practitioner examination	For those who meet educational requirements listed in A in the Education column: 1 year substantive law-related experience under the supervision of a lawyer in the area of practice of each endorsement sought.		Educational requirements are waived for applicants who have completed 7 years of full-time substantive law-related experience within the 10 years preceding the application, including experience in the practice area in which the applicant licensure as follows: <ul style="list-style-type: none">Family law, limited jurisdiction civil or criminal: 500 hoursLandlord-tenant, debt collection, administrative law: 250 hours	Fingerprinting required

Paraprofessional Program Licensing Requirements

Moral Character Requirement		Education	Exam	Experiential Hours	Certifications	Waivers	Background Check
		<p>E. Juris Doctor degree from an ABA Accredited law school</p> <p>F. Foreign-trained lawyers with a Master of Laws (LLM) from an ABA accredited law school that includes the coursework listed under A for each of the practice area endorsements</p> <p>All newly licensed LPs must complete the state bar course on professionalism within one year after being licensed.</p>					
Utah	<p>Yes.</p> <p>Must not have been disbarred or suspended in any jurisdiction</p>	<p>A. First Professional Degree in law from an Approved Law School; OR</p> <p>B. Associate Degree in paralegal studies from an Accredited School or Accredited Program; OR</p> <p>C. Bachelor's Degree in paralegal studies from an Accredited School or Accredited Program; OR</p> <p>D. Bachelor's Degree in any field from an Accredited School, plus a Paralegal Certificate or 15 credit hours of paralegal studies from an Accredited Program</p>	<ul style="list-style-type: none"> Professional ethics exam LPP exam for each practice area 	<p>1,500 hours of substantive law-related experience within the 3 years prior to the application. These hours must include:</p> <ul style="list-style-type: none"> 500 hours of substantive law-related experience in family law if this is the practice area; OR 100 hours of substantive law related experience in debt collection or forcible entry and detainer if this is the practice area 	<ul style="list-style-type: none"> Certified Paralegal or Certified Legal Assistant by the National Association of Legal Assistants; OR Professional Paralegal Certification from the National Association of Legal Professionals; OR CORE Registered Paralegal designation from the National Federation of Paralegal Associations 	<p>Bar allowed to waive some of the minimum education requirements for the limited time of 3 years from the date the Bar initially begins to accept LPP licensure applications. These waivers may be granted if an applicant demonstrates that he or she has completed seven years of full-time substantive law-related experience as a paralegal within the previous ten years.</p>	Fingerprinting required
Washington	Yes	<ul style="list-style-type: none"> Associate's degree or higher, in any subject; AND LLLT Core Curriculum: 45 credits of legal studies courses from ABA- or LLLT Board-approved paralegal program or ABA-approved law school <ul style="list-style-type: none"> Civil Procedure, minimum 8 credits Contracts, minimum 3 credits Interviewing and Investigation Techniques, minimum 3 credits Introduction to Law and Legal Process, minimum 3 credits Law Office Procedures and Technology, minimum 3 credits Legal Research, Writing, and Analysis, minimum 8 credits Professional Responsibility, minimum 3 credit Practice Area Curriculum: <ul style="list-style-type: none"> 15 credits in practice area (family law) 	<ul style="list-style-type: none"> Paralegal Core Competency Exam LLLT Practice Area Exam LLLT Professional Responsibility Exam 	<p>1,500 hours of substantive law-related work experience as a paralegal or legal assistant supervised by a lawyer, acquired no more than three years prior to, or 40 months after, passing the LLLT Practice Area exam.</p>		<p>Paralegals with 10 years or more of experience, who qualify for a limited-time waiver, do not need to have an Associate's degree or the LLLT Core Curriculum education. If waiver is approved, they may enroll directly into the Practice Area curriculum.</p>	Fingerprinting required

Paraprofessional Program Licensing Requirements

	Moral Character Requirement	Education	Exam	Experiential Hours	Certifications	Waivers	Background Check
Ontario	Yes	Graduation from accredited paralegal education program <ul style="list-style-type: none">• 590 instructional hours in compulsory legal courses• 120 hours of field placement/practicum work experience• 120 instructional hours in additional courses that relate to a paralegal’s permitted scope of practice or support becoming a well-rounded paralegal graduate.	Paralegal licensing examination	Paralegal education program requires 120 hours of field placement			No
California Paralegal	No	<ul style="list-style-type: none">• Certificate of completion from ABA-approved paralegal program; OR• Certificate of completion from paralegal program or degree from an accredited institution that requires 24 units in law-related courses; OR• Baccalaureate or advanced degree in any subject; and<ul style="list-style-type: none">• 1 year of law-related experience under the supervision of an attorney• written declaration from supervising attorney of qualification as a paralegal	No	See details under Education	See details under Education	None	No
California Legal Document Assistant	Can be denied registration based on criminal or civil judgments	<ul style="list-style-type: none">• Certificate of completion from ABA-approved paralegal program; OR• Certificate of completion from paralegal program or degree from an accredited institution that requires 24 units in legal specialization courses	No		See details under Education	None	No, but can be denied registration based on criminal or civil judgments



Paralegal Studies A.A. degree

**FULL
TIME**

This program roadmap represents one possible pathway to complete the program. **Please see a counselor** to create an education plan that is customized to meet your needs. This roadmap is not a guarantee of course availability or financial aid applicability.

Catalog: 2020-21
GE pattern: local AA/AS
Total Units: 60 Units
Start Term: Fall

FIRST YEAR

Semester 1 (FALL):

14 units

CAT.	COURSE	TITLE	UNIT	GE AREA
GE	ENGWR 300/480 ^H	College Composition ^{ABA}	3	Ila, WC
GE	STAT 300/480 ^H	Introduction to Probability and Statistics	4	MC
GE	SPEECH 325	Intercultural Communication ^{ABA}	3	VI
GE	POLS 301/481 ^H	Introduction to Government: United States ^{ABA}	3	Va
GE		any PE activity course	1	IIla

Semester 2 (SPRING):

16 units

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	LA 300	Introduction to Law and the American Legal System	3	
Req	LA 320	Legal Research	3	
GE	ENGWR 303	Argumentative Writing and Critical Thinking Through Literature ^{ABA}	4	Ilb
GE	PHIL 310	Introduction to Ethics ^{ABA}	3	I
GE	ADMJ 302	Community Relations: Multicultural Issues	3	Vb

^H Honors Courses

^{ABA} Courses that meet the ABA Breadth requirements for this degree.

CAREER PATH

Career Options:

Paralegals find employment in both state and federal government as well as private practice and corporate settings.

Scheduling Notes:

- LA 300, 310, 320, and 321 are offered online.
- LA 300 is offered in the fall, spring, and summer.
- LA 310, 312, 314, and 350 are offered in the fall and spring.
- LA 320 is offered in the fall regularly, and in the spring and summer occasionally.
- LA 321 is offered in the spring regularly, and in the fall and summer occasionally.
- LA 330, 332, 336, and 342 are offered in the fall.
- LA 334, 360, 362, and 365 are offered in the spring.
- This program can be started in spring and summer as well. See a counselor to adjust the coursework.

Other Notes:

- The American Bar Association (ABA) has specific requirements for 18 units of additional non-legal-assisting coursework (ABA Breadth). See the Legal Assisting website for more information.

EXPLANATION OF CATEGORIES

Req	Required Core	A course that is required for this degree
GE	General Education	A course that fulfills a specific general education requirement for this degree, which can be replaced with another course that meets the same requirement
RE	Restricted Elective	A course selected from a list of elective courses specified for this degree in the course list in the catalog, which can be replaced with another course from the same list
Elec	Elective	A degree-applicable course that is part of a degree roadmap to ensure that there is a total of at least 60 units, which is a requirement for an associate degree

Graduation Requirement

A course that fulfills a specific graduation requirement which can be replaced by another course that meets the same graduation requirement.

MC = Math Competency

WC = Writing Competency



SECOND YEAR

Semester 3 (FALL):

15 units

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	LA 312	Torts and Personal Injury	3	
Req	LA 321	Legal Writing	3	
RE	LA 342	Evidence	3	
Req	LA 350	Law Office Management	3	
GE	ANTH 300/480 ^H	Biological Anthropology ^{ABA}	3	IV

Semester 4 (SPRING):

15 units

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	LA 310	Civil Procedures and Litigation	3	
Req	LA 314	Contract Law	3	
RE	LA 334	Criminal Law and Procedure	3	
RE	LA 362	Estate Planning and Probate Procedure	3	
GE	BUS 312	Workplace Behavior and Ethics	3	IIIb

^H Honors Courses

^{ABA} Courses that meet the ABA Breadth requirements for this degree.

EXPLANATION OF CATEGORIES

Req	Required Core	A course that is required for this degree
GE	General Education	A course that fulfills a specific general education requirement for this degree, which can be replaced with another course that meets the same requirement
RE	Restricted Elective	A course selected from a list of elective courses specified for this degree in the course list in the catalog, which can be replaced with another course from the same list
Elec	Elective	A degree-applicable course that is part of a degree roadmap to ensure that there is a total of at least 60 units, which is a requirement for an associate degree

Graduation Requirement

A course that fulfills a specific graduation requirement which can be replaced by another course that meets the same graduation requirement.

MC = Math Competency

WC = Writing Competency



Paralegal Studies A.A. degree

PART
TIME

This program roadmap represents one possible pathway to complete the program. **Please see a counselor** to create an education plan that is customized to meet your needs. This roadmap is not a guarantee of course availability or financial aid applicability.

Catalog: 2020-21
GE pattern: local AA/AS
Total Units: 60 Units
Start Term: Fall

FIRST YEAR

Semester 1 (FALL):

8 units

CAT.	COURSE	TITLE	UNIT	GE AREA
GE	ENGWR 300/480 ^H	College Composition ^{ABA}	3	Ila, WC
GE	STAT 300/480 ^H	Introduction to Probability and Statistics	4	MC
GE		any PE activity course	1	IIla

Semester 2 (SPRING):

10 units

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	LA 300	Introduction to Law and the American Legal System	3	
GE	POLS 301/481 ^H	Introduction to Government: United States ^{ABA}	3	Va
GE	ENGWR 303	Argumentative Writing and Critical Thinking Through Literature ^{ABA}	4	IIb

SECOND YEAR

Semester 3 (FALL):

9 units

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	LA 320	Legal Research	3	
Req	LA 350	Law Office Management	3	
GE	SPEECH 325	Intercultural Communication ^{ABA}	3	VI

^H Honors Courses

^{ABA} Courses that meet the ABA Breadth requirements for this degree

EXPLANATION OF CATEGORIES

Req	Required Core	A course that is required for this degree
GE	General Education	A course that fulfills a specific general education requirement for this degree, which can be replaced with another course that meets the same requirement
RE	Restricted Elective	A course selected from a list of elective courses specified for this degree in the course list in the catalog, which can be replaced with another course from the same list
Elec	Elective	A degree-applicable course that is part of a degree roadmap to ensure that there is a total of at least 60 units, which is a requirement for an associate degree

Graduation Requirement

A course that fulfills a specific graduation requirement which can be replaced by another course that meets the same graduation requirement.

MC = Math Competency

WC = Writing Competency

CAREER PATH

Career Options:

Paralegals find employment in both state and federal government as well as private practice and corporate settings.

Scheduling Notes:

- LA 300, 310, 320, and 321 are offered online.
- LA 300 is offered in the fall, spring, and summer.
- LA 310, 312, 314, and 350 are offered in the fall and spring.
- LA 320 is offered in the fall regularly, and in the spring and summer occasionally.
- LA 321 is offered in the spring regularly, and in the fall and summer occasionally.
- LA 330, 332, 336, and 342 are offered in the fall.
- LA 334, 360, 362, and 365 are offered in the spring.
- This program can be started in spring and summer as well. See a counselor to adjust the coursework.

Other Notes:

- The American Bar Association (ABA) has specific requirements for 18 units of additional non-legal-assisting coursework (ABA Breadth). See the Legal Assisting website for more information.



Semester 4 (SPRING): **9 units**

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	LA 310	Civil Procedures and Litigation	3	
Req	LA 321	Legal Writing	3	
GE	PHIL 310	Introduction to Ethics ^{ABA}	3	I

THIRD YEAR

Semester 5 (FALL): **6 units**

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	LA 312	Torts and Personal Injury	3	
GE	ANTH 300/480 ^H	Biological Anthropology ^{ABA}	3	IV

Semester 6 (SPRING): **6 units**

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	LA 314	Contract Law	3	
RE	LA 334	Criminal Law and Procedure	3	

FOURTH YEAR

Semester 7 (FALL): **6 units**

CAT.	COURSE	TITLE	UNIT	GE AREA
GE	ADMJ 302	Community Relations: Multicultural Issues	3	Vb
RE	LA 342	Evidence	3	

Semester 8 (SPRING): **6 units**

CAT.	COURSE	TITLE	UNIT	GE AREA
GE	BUS 312	Workplace Behavior and Ethics	3	IIIb
RE	LA 362	Estate Planning and Probate Procedure	3	

^H Honors Courses

^{ABA} Courses that meet the ABA Breadth requirements for this degree

EXPLANATION OF CATEGORIES

Req	Required Core	A course that is required for this degree
GE	General Education	A course that fulfills a specific general education requirement for this degree, which can be replaced with another course that meets the same requirement
RE	Restricted Elective	A course selected from a list of elective courses specified for this degree in the course list in the catalog, which can be replaced with another course from the same list
Elec	Elective	A degree-applicable course that is part of a degree roadmap to ensure that there is a total of at least 60 units, which is a requirement for an associate degree

Graduation Requirement

A course that fulfills a specific graduation requirement which can be replaced by another course that meets the same graduation requirement.

MC = Math Competency

WC = Writing Competency



Paralegal Studies certificate

**FULL
TIME**

This program roadmap represents one possible pathway to complete the program. **Please see a counselor** to create an education plan that is customized to meet your needs. This roadmap is not a guarantee of course availability or financial aid applicability.

Catalog: 2020-21
Total Units: 30 Units
Start Term: Summer

FIRST YEAR

Semester 1 (SUMMER): 3 units

CAT.	COURSE	TITLE	UNIT	NOTES
Req	LA 300	Introduction to Law and the American Legal System	3	

Semester 2 (FALL): 12 units

CAT.	COURSE	TITLE	UNIT	NOTES
Req	LA 312	Torts and Personal Injury	3	
Req	LA 320	Legal Research	3	
RE	LA 342	Evidence	3	
Req	LA 350	Law Office Management	3	

Semester 3 (SPRING): 15 units

CAT.	COURSE	TITLE	UNIT	NOTES
Req	LA 310	Civil Procedures and Litigation	3	
Req	LA 314	Contract Law	3	
Req	LA 321	Legal Writing	3	
RE	LA 360	Corporations Law	3	
RE	LA 362	Estate Planning and Probate Procedure	3	

Note: Students must possess an A.A. degree or higher from a regionally accredited institution to be eligible for this certificate.

CAREER PATH

Career Options:

Paralegals find employment in both state and federal government as well as private practice and corporate settings.

Scheduling Notes:

- LA 300, 310, 320, and 321 are offered online.
- LA 300 is offered in the fall, spring, and summer.
- LA 310, 312, 314, and 350 are offered in the fall and spring.
- LA 320 is offered in the fall regularly, and in the spring and summer occasionally.
- LA 321 is offered in the spring regularly, and in the fall and summer occasionally.
- LA 330, 332, 336, and 342 are offered in the fall.
- LA 334, 360, 362, and 365 are offered in the spring.
- This program can be started in spring and fall as well. See a counselor to adjust the coursework.

EXPLANATION OF CATEGORIES

Req	Required Core	A course that is required for this certificate
RE	Restricted Elective	A course selected from a list of elective courses specified for this certificate in the course list in the catalog, which can be replaced with another course from the same list
Elec	Elective	A course that is not part of this certificate but is included on its roadmap