



The State Bar of California

CALIFORNIA PARAPROFESSIONAL PROGRAM WORKING GROUP

Date: August 6, 2021

To: Licensing Subcommittee

From: State Bar Staff

Subject: Practice Area Educational Requirements for the Paraprofessional Program

At its February 26, 2021, meeting, the California Paraprofessional Program Working Group (CPPWG) adopted the Licensing Subcommittee's recommendations for paraprofessional licensing requirements that include, among other requirements, 1,000 hours of practical training completed under attorney supervision, with a minimum of 500 hours in the licensed practice area. Recommendations also included a set of core educational requirements, as well as preliminary subject matter requirements for the family law practice area; educational requirement for the family law practice area were subsequently expanded to include requirements for adoption, violence prevention, and conservatorships and guardianships. Table 1 provides a summary of educational requirements developed to date:

Table 1. Educational Requirements Summary

Practice Area	Course	Units ¹
All Practice Areas	Ethics and Professional Responsibility	3
	Pretrial Discovery and Evidence	3
	Court Procedure	3
	Court Advocacy	3
	Trauma-informed representation	1
	Total	13
Family Law	Family Law and Procedure	6
	Adoption	2
	Violence Prevention	2
	Conservatorship/Guardianship	3
	Total	13

¹ One unit is defined as one hour of classroom instruction and a minimum of two hours of out of class student work each week. Based on a 15-week semester, each unit reflects 45 hours of student engagement; a 3-unit course is equal to 135 hours.

The CPPWG agreed that each practice area subcommittee would provide subject matter-specific requirements for consideration by the Licensing Subcommittee in advance of its recommendation to the full Working Group. To inform the Licensing Subcommittee's deliberations, staff developed preliminary recommendations for educational requirements, for consideration by the practice area subcommittees; these recommendations were benchmarked to the family law requirements, since family law is generally acknowledged to be the most complex of the areas included in the paraprofessional program.

Staff recommendations were distributed to the Collateral Criminal, Consumer Debt & General Civil, Employment & Income Maintenance, and Housing Subcommittees; members of each subcommittee were asked to review the recommendations and provide their feedback. Staff recommendations and subcommittee responses are provided below:

Collateral Criminal

Staff recommendation

Course	Units
Expungement, Reclassification, and Infractions	3

Subcommittee recommendation

The Collateral Criminal Subcommittee agreed with the staff recommendation.

Consumer Debt & General Civil

Staff recommendation

Course	Units
Collections	3
Enforcement of Judgments [including wage and hour]	3
Name and Gender Change	0.5
Total	6.5

Subcommittee recommendation

Responses were not received from all members of the Consumer Debt & General Civil Subcommittee. One member agreed with the recommendation, while another provided the following recommendation:

Course	Units
Debt Collection and creditor harassment	6
Enforcement of Judgments [including wage and hour]	3
Name and Gender Change	0.5
Total	9.5

The recommendation for increased hours and expanded course title was based on concerns that the area of debt collection and creditor harassment was complex, and involved several state and federal consumer protection statutes.

Housing*Staff recommendation*

Course	Units
Landlord-Tenant	4
Lien clearing	1
Total	5

Subcommittee recommendations

While some members of the Housing Subcommittee agreed with staff recommendations, two members provided alternative recommendations, and also specified content for the required coursework.

Recommendation 1

Course	Units
Landlord-Tenant <ul style="list-style-type: none"> • Leases/rental agreements • Security deposits • Types of tenancies • Housing discrimination and landlord retaliation • Warranty of habitability • Rent control and eviction control • Ground and procedures for nonjudicial termination of tenancies • Unlawful detainer procedure • COVID-19 tenant protection laws and tenant assistance (until such laws expire) 	13
Lien clearing	1
Total	14

Recommendation 2

Course	Units
Unlawful Detainer <ul style="list-style-type: none"> • Rent control issues • Habitability • Benefits of demanding a jury trial 	6
Landlord-Tenant <ul style="list-style-type: none"> • Security deposits • Rental assistance programs • Tenant protections • Small claims court actions 	3
Subsidized Housing and Mobilehomes	1
Lien clearing	1
Total	11

Employment & Income Maintenance

Staff recommendation

Course	Units
Administrative Agency Procedure	3

Subcommittee recommendation

The Employment & Income Maintenance Subcommittee did not respond to the staff request for feedback.

At its August 6, 2021, meeting, the Licensing Subcommittee will finalize educational requirements for recommendation to the CPPWG at its August 31 meeting. Members of the practice area subcommittees will be invited to the August 6 Licensing Subcommittee meeting, to present information and answer questions.