Spring 2016 Paralegal Studies MCLE/CEU Classes
Listed by date

**PLS 9165, California State Notary Public (0.6 CEU)**
This one-day course provides all of the required training necessary to become a California notary public. By the end of this course, students will know all the information necessary to pass the State Notary Public exam and fully function as a successful commissioned Notary Public. Notaries public must be California residents; at least 18 years old; pass this course; read, write, and understand English; and pass a background check. This course is certified by the California Secretary of State and taught by an approved California notary education provider. Per California requirements, late arrivals will not be allowed entry. The state Notary exam is offered immediately following the class. For the exam bring a check or money order for $40 made out to the Secretary of State; a Calif. Driver’s License, Calif. State I.D. card, or a U.S. Passport; a 2x2 photograph, and two #2 pencils. Required Live Scan fingerprinting is offered after the course for fee. Please see the notes section for details.
Instructor: Randall Kirby
Class Number: 10184
**Saturday, March 5, 8 am to 3 pm and 3pm to 5:45 pm** (Exam Optional)
SF STATE DTC, 835 Market, 6th Floor, Rooms 675 and 676
$150

**PLS 9168, Loan Signing (0.3 CEU)**
Earn extra money as a Certified Loan Signing Agent. No experience is necessary. Mortgage companies, escrow and title companies, and lenders rely on mobile loan signing agents to facilitate obtaining signatures and notarizations for real estate purchases and loan documents. Loan signing agents generally make $75 - $150 per loan signing. You can work full-time or part-time, at your convenience. To be a loan-signing agent, you must be a Notary Public. If you have taken the -Become a Notary Public- course and are awaiting your notary commission, take this class now and be ready to go as soon as you receive your commission! Students must bring a legal form of I.D.
Instructor: Randall Kirby
Class Number: 10185
**Saturday, March 26, 2 to 5 pm**
SF STATE DTC, 835 Market, 6th Floor, Room 674
$150
PLS 9011, Cite-Checking, Shepardizing and Bluebooking (.4 CEU/4 MCLE Hours)
Stay competitive in the legal job market by honing your cite-checking, Shepardizing and bluebooking skills. A major task of the legal professional is to check the accuracy of the firm’s cites and those of the opposing side. In this class, you will learn how to 1) use print and digital sources to uncover all relevant statutes and cases, 2) spot and correct errors in bluebook form, and 3) validate cases and statutes using Shepard’s, Westlaw and free online sources.
Instructor: Joeseph Tobener
Class Number: 10162
Saturday, April 30, 10 am to 2:15 pm
SF STATE DTC, 835 Market, 6th Floor, Room 674
$100

PLS 9100, Employment-Based Immigration Law (.4CEU/4 MCLE Hours)
In this overview of employment-based immigration law, students will get an understanding of the different types of nonimmigrant and immigrant visas related to employer-petitioned processes. The workshop will focus on the day-to-day, nuts and bolts of paralegal work in this field. Students will be given the opportunity to complete visa forms, discuss the roles of the petitioning corporation and that of the beneficiary, as well as the responsibilities each has in a particular process, and the qualifying requirements and restrictions associated with each type of visa. The students will review H-1B, L-1A, L-1B, EB-1, EB-2, EB-3, Consular Processing, TN, J-1 Visas, etc., end to end. This is a great way to get an introduction to employment-based immigration law or to supplement the regular term Immigration Law course.
Instructor: Beth Allen
Class Number: 10219
Saturday, May 7, 11 am to 3:15 pm
SF STATE DTC, 835 Market, 6th Floor, Room 674
$100

PLS 9007, Ethics Review (.4 CEU/4 MCLE Hours)
This course is designed for both legal professionals who utilize the service of paralegals and the paralegals they employ. It covers the major ethical issues that legal professionals face in practice. The lecture and discussion will give guidance to legal professionals and fulfill the new statutory requirements for ethics continuing education. This four-hour course covers the ethical principles, California ethics rules and key cases in the following major areas: * unauthorized practice of law * confidentiality, attorney-client privilege, and work product rule * conflicts of interest, including conflicts checks, consents and screens * fees and billing * current issues in ethics and law practice, including: issues arising from the use of the Internet and technology.
Instructor: Vincent Avellino
Class Number: 10161
Saturday, May 14, 11 am to 3:15 pm
SF STATE DTC, 835 Market, 6th Floor, Room 627
$100

SF State is an approved State of CA Bar MCLE provider (#5079)
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cel.sfsu.edu/paralegal

How to set-up student ID and register

New Students
Step 1: Create an SF State ID using Quick Admit and follow the email instructions to obtain an SF State Password.
Step 2: Now you have an SF State ID and Password. Please follow the registration instructions below for Students with an SF State ID.

Students with an SF State ID
Step 1: Log in to Gateway
Step 2: Select Student > Academics
Step 3: Select Student Center
Step 4: Select Academics > Enroll
Step 5: Select CEU / noncredit courses, select Career “Extended Education”, then select Continue
Step 6: Type the Class Number and select Enter
Step 7: Select Next. The class is now in your shopping cart.
Step 8: Repeat the above process to add additional classes.
Step 9: Select Proceed to Step 2 of 3
Step 10: Check the courses in your cart and select Finish Enrolling
Step 11: You are now enrolled in classes and ready to pay
Steps on how to register and pay for classes can be view at cel.sfsu.edu/register/register-pay.cfm

For complete course descriptions please view the Spring 2016 course schedule on the Paralegal Studies home page at cel.sfsu.edu/paralegal.

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