UNLV Paralegal Certificate Programs: Paralegal, Nurse Paralegal, and Paralegal Specialist

continuingeducation.unlv.edu
The legal field needs dynamic, detail-oriented professionals. Are you ready to join their ranks?

You don’t have to be an attorney to have a rewarding career in the legal field. When you earn UNLV’s Paralegal Certificate, you will gain key skills to be a productive member of a legal team from your first day on the job.

Paralegals work alongside lawyers in private law firms, corporations, government agencies, real estate offices, financial institutions—any setting where legal work is performed. Employers expect paralegals to be both problem solvers and decision makers.

Paralegal duties cover a broad range of substantive legal work. On any given day, a paralegal may find himself or herself completing a variety of tasks. Paralegals complete legal research and compile relevant information to prepare lawyers for trials, hearings, or negotiations. Paralegals often interview clients and witnesses, providing written summaries of the outcomes to the attorney. Contracts, correspondence, subpoenas, and legal briefs are among the legal documents paralegals draft; documents will vary by practice specialty.

A career as a paralegal may be a good fit for you if you are a good communicator, strong writer, effective researcher, and have a knack for detail.

Program Curriculum
UNLV Paralegal students master the curriculum material through directed reading, classroom participation, online web support and work, and research projects which utilize both LexisNexis, Westlaw, and the UNLV law library.

Students are assigned a unique client case file and complete documents for this client throughout the course. This becomes the basis of the portfolio you show prospective employers.

**Duties of a Paralegal**

- Investigate Facts
- Write Reports
- Research Laws & Regulations
- Organize Documents & Schedules
- Coordinate Legal Team
- Interview Clients & Witnesses
- Courtroom Preparation
- Draft Legal Documents
According to the U.S. Bureau of Labor Statistics, employment for paralegals is projected to grow by 17 percent from 2012 to 2022, faster than the average for all occupations. Demand is expected to be especially strong for candidates with formal training, experience, and specialized training.

Why Choose UNLV for your Paralegal Education?
UNLV's Paralegal Certificate program has been training highly-skilled legal professionals since 1993. Graduates of this program are working in law firms, corporations, and government around the country; many are attending or have attended law school.

Local law offices look to UNLV when they need a paralegal who can be a productive member of their team from day one. While formal job placement is not available, graduates of this program have met with success finding employment through the web page, class networking, and requests received by our office for qualified paralegals. *There is no guarantee, nor implied guarantee, of job placement or salary.*

UNLV's Paralegal Certification has been emulated and adopted at prestigious universities around the country, including DePaul University, Duke University, Howard University, Rice University, University of California Berkeley, University of California Davis, as others.

On Campus or Online: Which is Right for You?
**On-campus** instruction is conveniently scheduled to work with your busy life. Students select from a Saturday option, twice-per-week evening option, or a twice-per-week morning program. Participants should anticipate spending 10-15 hours of additional out-of-class time completing course assignments and conducting research at the UNLV law library. On-campus instruction takes approximately four months to complete.

According to the Bureau of Labor Statistics, law firms and corporations increasingly look to paralegals to perform duties formerly completed by lawyers as a way to control escalating legal costs. In fact, paralegals are often a client's primary point of contact as they work through their case.

The **online program** offers interactive exercises, lecture notes, paralegal perspectives, and research and writing labs provide a dynamic educational platform to keep students engaged. Online students have up to six months to complete the program and are assigned an instructor directly responsible for responding to questions and facilitating learning. Online students have access to the training portal 24/7, making this the most flexible option if you have an unpredictable work, travel, or personal schedule.
Nurse Paralegal
Law firms practicing in medical malpractice, personal injury, health insurance claims and defense, and workers’ compensation claims are in great need of professionals experienced both in medicine and in law. Nurse Paralegals draw from their medical expertise to interpret medical terminology and industry jargon, and provide their professional opinion regarding legal matters involving health and medical issues.

The UNLV Nurse Paralegal Certificate Program prepares those with a nursing background to transition to the legal world. Fundamental skills needed by paralegals are augmented by special issues pertaining to the high-demand field of medical law. Most nurse paralegals have five or more years in direct patient care and maintain their nursing credentials even after transitioning partially or completely over to legal work.

The nurse paralegal program takes about four months to complete and includes substantial Internet work as well as in-class time. Attend a Paralegal information session to learn more.

Online Specialist Certifications
Paralegals can enhance their knowledge within a specialized field of law by completing an online Paralegal Specialist program. Specializing within a field can increase your value to a current employer or expand your career opportunities. In order to enroll in a paralegal specialist program, you must have either a UNLV Paralegal Certificate, a degree in paralegal studies, or a college degree in any field of study plus legal work experience.

Current specialist fields include
- Administrative Law
- Alternative Dispute Resolution
- Bankruptcy Law
- Criminal Law
- Employment Law
- Environmental Law
- Family Law
- Immigration Law
- Intellectual Property Law
- Juvenile Law
- Media and Entertainment Law
- Wills, Trusts, & Estate Planning
- Worker’s Compensation Law

A self-paced, online format allows students to master coursework through an innovative learning portal which offers exercises, quizzes, lecture notes, reviews, research database, plus web-based and instructor support.

Participants may register and begin at any time; take up to four months to complete the curriculum. To register call 702-895-3394 or email continuing.education@unlv.edu.
Tuition & Fees
On-campus Instruction: $6,549
Online Instruction: $7,525
Contract Law Only: $289
Tort Law Only: $289
Nurse Paralegal: $4,349
Paralegal Specialist: $1,995
Textbooks: $400 for paralegal program, $200 per specialist program

Free Information Sessions
Find out how you can develop the technical skills, knowledge, and work habits required of a paralegal. Attend a free information session to meet the instructors and learn about class format, curriculum, online support, financial assistance, and employment outlook.

For upcoming information session dates and times, visit continuingeducation.unlv.edu or call 702-895-3394.

Contact Us
Questions about UNLV’s Paralegal Certificate program should be directed to Continuing Education at continuing.education@unlv.edu or 702-895-3394.

“I highly recommend this course. Even though I’m doing it online, it’s very personal and immediate because it’s so well written and presented.”
-L. Smith, UNLV Paralegal Program Graduate