

Checklist for First-Time Partial Accreditation:

- Get sufficient formal training in immigration law for staff members who are candidates for accreditation. Ensure that each candidate completes a formal training course that is designed to give new practitioners a solid overview of the fundamentals of immigration law and procedure, such as CLINIC's "Comprehensive Overview of Immigration Law." For more information on trainings, see CLINIC's webpage at: <https://cliniclegal.org/resources/recognition-and-accreditation/clinic-trainings-doj-accreditation>.
- Obtain practical, hands-on experience in immigration legal services for staff who are candidates for accreditation, under the supervision of an attorney or DOJ accredited representative.
- Get 2 letters of recommendation for each staff person applying for accreditation attesting to his/her knowledge, experience, character, and fitness (Ideally, one of the letters should be from an immigration attorney or DOJ accredited representative.)
- Update resumes for staff with focus on immigration knowledge and experience (see sample resume in R&A toolkit's [step-by-step guide](#)).
- Complete Form EOIR-31A for each staff person applying for accreditation.
- Organize and assemble the application packet. Include a cover letter detailing what is contained in the packet, especially if more than one application is being submitted at the same time.
- Mail original application to the Office of Legal Access Programs (OLAP).
- Mail one copy of the application to the local USCIS District Director.