



**CLINIC Capacity  
Building Institute**

# **Info Session**

May 1, 2025



# Agenda

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## About CLINIC

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# About CLINIC



Based in Silver Spring, Maryland



35<sup>th</sup> anniversary



Over 350 affiliates



Over 60% are not Catholic



Affiliates in 48 states and Washington DC

# CBI Purpose and Goals

## Purpose:

- To support organizations **seeking to** launch immigration legal services that are not yet authorized to provide them

## Goals:

- To prepare organizations to apply for Department of Justice Recognition and Accreditation
- To prepare organizations to join CLINIC as Affiliates

# Eligibility Requirements

Must have held  
501(c)(3) nonprofit  
status for at least six  
months

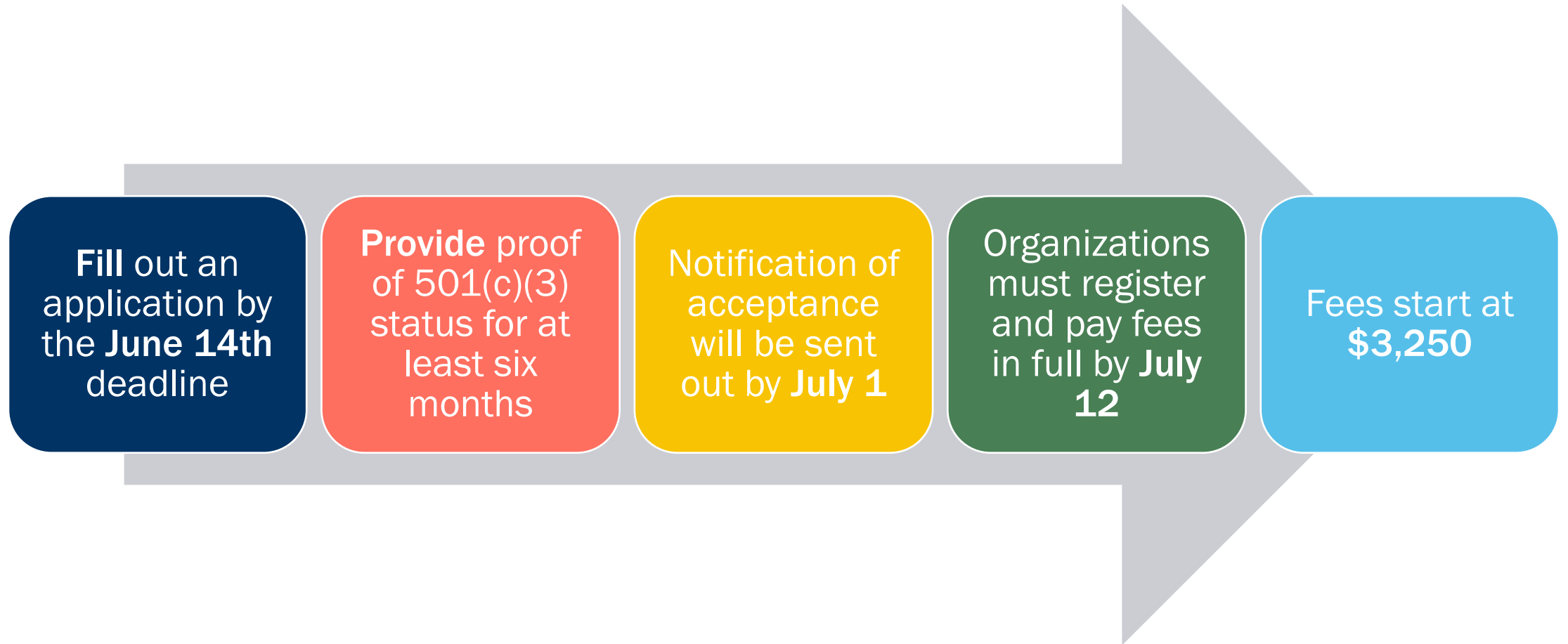
Cannot have a pending  
DOJ R&A application

Must have an identified  
candidate for DOJ  
Accreditation

Must not be engaging in  
the unauthorized  
practice of immigration  
law

Must have community  
partnerships to provide  
required supervision for  
DOJ R&A application  
process

# Application Process



# Overview of Program Components

- Required trainings:
  - Comprehensive Overview of Immigration Law (COIL)
  - Immigration Program Management Fundamentals and Best Practices
  - Fundamentals of Case Management Techniques and Strategies
  - Department of Justice Recognition & Accreditation
  - Ethics
- Optional training:
  - Grant Funding Series
- Cohort Meetings
- Office Hours
- Creation of essential business documents
  - Business Plan
  - Policies & Procedures Manual
  - DOJ R&A Application

# Schedule

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- Opening Cohort: August 13
- Cohort: September 10
- Cohort: October 8
- Cohort: November 12
- Office Hours: December 10
- Cohort: January 14
- Office Hours: February 11
- Office Hours: March 11
- Cohort: April 8
- Convening/ Graduation: May





# Completion Requirements



**All** required trainings



Completed Business Plan



Completed Policies and Procedures Manual



DOJ R&A Application, ready to submit

# Joining CLINIC



Upon successful completion of the CBI, Participants will be invited to apply to join CLINIC as an Affiliate



Applications are reviewed on a case-by-case basis, and affiliation is not guaranteed



The letter of Technical Legal Support for the DOJ R&A application will only be provided to organizations who are approved for CLINIC affiliation



If approved, fees for the CBI will include affiliate dues for the remainder of 2026

# CLINIC seeks affiliates that:

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Have a **demonstrated mission** to serve low-income and other vulnerable immigrants.

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**Are providing** direct legal services to low-income immigrants in an authorized manner.

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Have **community partnerships** already established.

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Understand the **responsibility** involved in opening a legal services program.

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Develop a **long-term strategy** to offer legal services to immigrants.

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# CLINIC seeks affiliates that could meet the following characteristics:

- Has had 501c3 status for at least 12 months
- Can provide proof that offering immigration legal services matches the organization's mission
- Is financially sound and can provide current, audited financial statements
- Has a board of directors' resolution approving CLINIC affiliation
- Has a community partner's letter of recommendation
- Does not have a pending DOJ office recognition application

# Features of a strong ILS program

Authorized to offer  
legal services

Legal services are  
only offered if  
agency is  
authorized

Community  
partners and  
community support

Short-term and a  
long-term plan for  
growth and  
sustainability

Protects clients'  
confidentiality

Referral plan in  
place

Defined scope of  
service

# Questions?

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