

ACTION PLAN
Obtaining Department of Justice (DOJ) Agency Site Recognition
and Agency Staff Partial Accreditation for

(My Agency Name and Staff Name(s) Here)

MONTH 1 = _____

1. Explain to upper management or the board of directors what DOJ R&A are and what they let my agency do. Make copies of the *Step-by-Step Guide* for DOJ recognition and accreditation and give those to the decision makers. Show them sample application materials from the *Guide*.

Meet with:

2. Gather the following:

Cover Letter for the R&A Application Packet (use template provided in *Step-by-Step Guide*).

For Recognition

- Form EOIR-31 from <https://www.justice.gov/eoir/recognition-and-accreditation-program>
- Agency mission statement from: _____
- Organizing documents such as constitution, charter, by-laws, articles of incorporation from: _____
- Proof of federal tax exempt status such as IRS tax determination letter or proof of having applied for such status from: _____
- Organizational chart showing immigration staff supervision from: _____
- Resumes for any licensed attorneys on staff from: _____
- Letter documenting access to technical legal support (if applicable) from: _____
- Immigration law library list from: _____
- Current budget with income and expenses for immigration program from: _____
- Fee schedule from: _____
- Fee waiver/reduction policy from: _____
- List of membership dues charged (if applicable) from: _____
- One or two letters of recommendation commenting favorably on the need for immigration legal services and the agency's capacity to practice immigration law from the following community partners: _____

- Resumes, training certificates/agendas, and letters of recommendation for staff applying for accreditation from: _____

For Accreditation (for each person applying)

- Form EOIR-31A from <https://www.justice.gov/eoir/recognition-and-accreditation-program>
- Resume detailing immigration knowledge and experience from: _____
- Certificates and agendas for trainings attended from: _____
- Two letters of recommendation attesting to candidate's knowledge, experience, character, and fitness from: _____. (At least one of the letters should be from an immigration attorney or DOJ accredited representative.)

3. Get trainings on immigration law (in-person, e-learning, webinars) from training sites like <https://cliniclegal.org> or www.immigrationadvocates.org. Consult with technical assistance provider for recommended trainings or refer to: <https://cliniclegal.org/training/accreditation>. Ensure that each candidate for accreditation takes a formal training course that provides a broad overview of immigration law and procedures.

Take these trainings:

_____	on _____
_____	on _____
_____	on _____
_____	on _____
_____	on _____
_____	on _____
_____	on _____

4. Get hands-on experience working with immigration clients and completing a variety of immigration forms under the supervision of an attorney or DOJ accredited representative. Contact the following individuals or organizations to make these arrangements:

MONTH 2 = _____

1. Mail application documents to my technical assistance provider for review.
2. Continue to get immigration law training and hands-on experience.

MONTH 3 = _____

1. Make the changes indicated once feedback on the draft application is received from the editors.
2. Send the revised draft back to the editors for final approval.
3. Continue to get immigration law training and hands-on experience.
4. Set up a meeting with my local USCIS District Director or Community Relations Officer to inform them about my plans to apply for DOJ R&A, ask for their support, and answer any questions about my organization.

MONTH 4 = _____

1. Have _____ sign and date the EOIR-31 and EOIR-31A, including proof of service section at end of each form;
2. Scan a copy of the final application packet and send it *via e-mail* to the Office of Legal Access Programs (OLAP), my USCIS District Director, and my technical assistance provider. Keep the original document for my records. OR:
 - a. Make THREE (3) complete copies of the entire application.
 - b. Mail the original by certified mail, return receipt requested, to OLAP.
 - c. Mail a copy by certified mail, return receipt requested, to my USCIS District Director.
 - d. Send a copy to my technical assistance provider.
 - e. Keep the last copy for my records.
3. Continue to get immigration law training and hands-on experience.

MONTHS 5 – 6 = _____

1. Wait for decision from OLAP.
2. If approved, celebrate by calling the local news outlets to advise them.
3. If denied, contact _____ who assisted in editing the packet, immediately correct any alleged defect, and re-file or submit appeal to OLAP.
4. Continue to get training and hands-on experience.