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/training/accreditation. Keep a careful record of every training attended with title, date, provider, agenda, and certificate of completion.

- ☐ 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 (At least 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 for partial accreditation 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. Include copy of certificate of completion for every training attended.

- ☐ Scan and send application to the Office of Legal Access Programs (OLAP) via e-mail (preferred) OR mail original application to OLAP. Obtain proof of receipt.

- ☐ Send scanned copy of application via e-mail to the local USCIS District Director OR mail copy of the application to USCIS District Director. Obtain proof of receipt.