



REQUEST FOR ACCREDITATION RENEWAL (PARTIAL OR FULL) OF NON-ATTORNEY REPRESENTATIVE

An accredited individual **must** have their organization file an application to renew accreditation on their behalf every three years. If an application for renewal is filed on or before the expiration date, accreditation will remain valid pending the Department of Justice Recognition and Accreditation Program) DOJ R & A Program's consideration of the application, and the representative can continue to represent clients. This requires the organization to send it using a method that will provide documentation that it was sent electronically or mailed (postmarked) on or before the expiration date.

The DOJ R & A Program prefers that you submit the application via e-mail to: R-A-Info@usdoj.gov. For more information, refer to the [DOJ/EOIR website](#).

While not required, the DOJ R & A Program encourages filing the application at least 90 days before the expiration date.

If the individual does not apply for renewal on time, his or her accreditation ends, and they are no longer authorized to practice immigration law. Therefore, it is vital that representatives renew in a timely fashion. If not, the individual cannot engage in the authorized practice of law until they submit a new accreditation application, and that application is approved.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION

For renewal of accreditation, the organization must demonstrate that the individual continues to meet the eligibility requirements for accreditation. The proposed representative must:

- Be an employee or volunteer of the recognized organization or one that is applying for recognition;
- Have the character and fitness to represent clients;
- Have broad knowledge and adequate experience in immigration law and procedure;
- Not be an attorney who is eligible to practice law in the U.S. or a U.S. territory, commonwealth, or possession;
- Not have resigned while a disciplinary investigation or proceeding is pending;
- Not be subject to any order disbaring, suspending, enjoining, restraining, or otherwise restricting him/her in the practice of law or representation before a court or any administrative agency; and
- Not have been convicted of a serious crime anywhere in the world.

ELEMENTS OF THE APPLICATION

- I. Cover letter
- II. Form EOIR-31A (Request by Organization for Accreditation or Renewal of Accreditation of Non-Attorney Representative)
- III. Resume which includes a description of the representative's qualifications, including education and immigration law experience since the last accreditation date
- IV. A list of all relevant, formal, immigration-related training since the last accreditation date
- V. A certificate of training from the training organization or similarly verifiable record for each training attended

CHECKLIST FOR EACH ELEMENT OF THE APPLICATION

This checklist is current as of the publication date. It does not constitute legal advice. The laws, interpretations of the laws, forms, and policies associated with DOJ recognition and accreditation change occasionally, so please check the [DOJ/EOIR website](#) for form versions, instructions, recent case law regarding DOJ recognition and accreditation, and other important information to confirm that the information in this guide is still current. The website is . We also encourage you to review the Frequently Asked Questions (FAQs) on the recognition and accreditation program which is available on the EOIR website at the same link shown above. Additional information may be found in CLINIC's DOJ Recognition and [Accreditation Toolkit](#).

I. Cover Letter

Best Practice Tips!

- The cover letter should be clear and concise, have the correct information for the DOJ R & A Program, cite the correct regulations, and contain a list of enclosures.
- If there are changes that have not been reported to the DOJ R & A Program since the last accreditation, note them in the cover letter. Examples: change in name and change in status from employee to volunteer.
- See CLINIC's [sample cover letter](#)

II. Form EOIR-31A (Request by Organization for Accreditation or Renewal of Accreditation of Non-Attorney Representative)

NOTE – Effective November 3, 2023, organizations are required to use the October 2022 Revision of the form EOIR-31A. The DOJ R & A Program will return any applications submitted using prior versions of the forms.

☐ The applicant is using the October 2022 version of form EOIR-31A (this can be verified by looking at the bottom right corner of the form.) As of the date of this check list, this is the [link](#) for the current form.

Part 1. Non-Attorney Representative Information

- ☐ The applicant checked the correct box for accreditation renewal
- ☐ If the applicant is applying for partial to full near their partial accreditation expiration date, check both boxes (Renewal and Requesting Full Accreditation).

Best Practice Tips!

- Check the accreditation expiration date to be sure it's correct and consistent with what is listed in the DOJ roster.
- The applicant should list their full legal name, including any middle name.
 - Check the DOJ [roster](#), cover letter and resume for consistency. If they have not used any other names, write "None" in the space provided.
- Check that the name of the organization is consistent with the name listed on the DOJ roster at [roster](#)
- Check that the address(es) are consistent with the information provided in the resume and organizational chart. For organizations already recognized, make sure the address(s) is/are consistent with the address(s) listed on the DOJ [roster](#).

Part 2. Qualifications for Accreditation

A. About the Representative

- ☐ The applicant has checked their status as an employee or volunteer.

Best Practice Tip!

- If the applicant has checked a status other than employee or volunteer with the organization, check for eligibility. OLAP has stated that contractors are not eligible for accreditation.
- ☐ The applicant listed ***any and all*** previous applications for accreditation.

Best Practice Tips!

- If previous applications were disapproved or terminated, include details on the form and address reasons for disapproval or termination in an addendum. Include documentation if needed.
- If unsure of dates of previous applications, include an addendum with a general explanation.

B. Representative's Knowledge and Experience

- ☐ The applicant answered the question(s) about frequency of direct legal representation

Best Practice Tips!

- The instructions to Form EOIR-31A say that the applicant should indicate an approximate number of times the representative has entered an appearance before USCIS or EOIR on forms G-28, E-28 or E-27. Write “approximately” and give an estimate rather than exact numbers.
 - If the applicant has *not* filed any G-28, E-28, or E-27s since their last accreditation date, they will need to provide an explanation why accreditation is needed in order to avoid losing it. This could include, but not limited to, providing effective supervision to immigration practitioners, assist pro se clients or with pro se workshops, or serve as a consultation specialist.
 - If the applicant is renewing full accreditation and has *not* handled any EOIR cases since their last accreditation date, they will need to provide an explanation of why full accreditation is needed (such as supervisory duties) in order to avoid losing it. In addition, the applicant needs to demonstrate how they have maintained the knowledge and skills needed for full accreditation.
 - The DOJ R & A Program may request client Registration Numbers (A-Numbers) to assess the representative's work. Though this information is not required for the renewal application, applicants should be prepared to provide this information if requested.
- ☐ The applicant checked “yes” to the question “*Does the representative possess broad knowledge and adequate experience in immigration law and procedure?*”
 - ☐ The applicant checked the two boxes indicating that the following documents are included in the application:
 - ☐ A description of the representative's qualifications, including education and immigration law experience. (See [part III](#) of this checklist for best practice tips).
 - ☐ A list of all relevant, formal, immigration-related training with certificate of training from the training organization or similarly verifiable record. (See [part IV](#) & [V](#) of this checklist for best practice tips).
 - ☐ If renewing full accreditation, the applicant checked the two boxes acknowledging that the applicant
 - ☐ Possesses skills essential for effective litigation; and
 - ☐ Has formal training, education, or experience related to trial and appellate advocacy (See [parts III, IV, and V](#) of this checklist for best practice tips).

C. Representative's Background

- The applicant provided their date of birth and answered all the character and fitness questions.
Note -The DOJ R & A Program will use the DOB to conduct a criminal background check and a financial background check for judgements and liens on all applicants
- The applicant has answered the five questions about the applicant's background.
- If the applicant answered "yes" to any of the questions or needs to explain any past criminal or financial background information, they have included an addendum.

Best Practice Tips!

- It is important that individuals know that they must disclose everything to the DOJ R & A Program, even if it was disclosed in a previous application or was expunged. They will still find it and still want to know about it. The DOJ R & A Program typically is not concerned with basic traffic citations, like speeding, unless drugs or alcohol were involved. They will also want to know about any defaulted loans or child support payment issues that have occurred.
- *Has the representative ever been found guilty of, or pleaded guilty or nolo contendere to, a serious crime, as defined in 8 C.F.R. § 1003.102(h), in any court anywhere in the world?*
 - Those who committed or attempted to commit a "serious crime" are not qualified to be an accredited representative. "Serious crime" is defined in the regulations at 8 CFR § 1003.102(h) to include any felony as well as any lesser crimes that have an element of: (i) interfering with administration of justice, (ii) false swearing, (iii) misrepresentation, (iv) fraud, (v) willful failure to file income tax returns, (vi) deceit, (vii) dishonesty, (viii) bribery, (ix) extortion, (x) misappropriation, or (xi) theft. Additionally, any attempt, conspiracy, or solicitation to commit a serious crime is disqualifying.
- *Has the representative ever committed prior acts involving dishonesty, fraud, deceit, or misrepresentation?*
 - The DOJ R & A Program will consider acts of dishonesty, fraud, deceit, or misrepresentation in evaluating whether the individual has the character and fitness to become an accredited representative. They will also consider general criminal history and history of neglecting professional financial or legal obligation. Unlike the "serious crime" prohibition, these are factors the DOJ R & A Program considers. Therefore, be forthcoming about any acts that may fall into these categories and proactively explain and rehabilitate the applicant's character with positive factors.
- *Does the representative have a current immigration status that presents an actual or perceived conflict of interest?*
 - Typically, the DOJ R & A Program does not consider immigration status to be a conflict unless the person is in active deportation, exclusion, or removal proceedings or who has been issued a notice of intent to revoke or terminate an immigration status. The DOJ R & A Program typically is willing to approve accreditation for immigrants who hold DACA or Temporary Protected Status (TPS). See. [81 FR 92346](#) at page 92352 for more information.

- *Has the representative ever resigned while a disciplinary investigation or proceeding was pending?*
 - 8 C.F.R. § 1292.12(a)(5) refers to potential applicants' eligibility when applying for accreditation and provides that an individual is only eligible for accreditation if they have not "resigned while a disciplinary investigation or proceeding is pending and is not subject to any order disbarring, suspending, enjoining, restraining, or otherwise restricting the individual in the practice of law or representation before a court or any administrative agency." This refers to former attorney discipline before a state board or discipline before EOIR's disciplinary counsel.
- *Is the representative subject to any order disbarring, suspending, enjoining, restraining, or otherwise restricting the individual in the practice of law or representation before a court or any administrative agency?*
 - As above, disbarments, suspensions and past restrictions on law practice prohibit accreditation.

Part 3. Declaration of Authorized Officer

- Remember to sign and date this section once the application is complete and ready to submit

Best Practice Tips!

- The Authorized Officer should be the same person already designated by the recognized organization.
- Be aware that the declaration of Part 3 states that under **penalty of perjury, the AO attests that they have** examined the form, including accompanying attachments, and to the best of their knowledge and belief, it is true. While the AO should do their due diligence to verify the contents of the application, they should keep in mind that conducting an in-depth analysis of the employee or volunteer's background may be in violation of state laws and/or subject the organization to EEOC complaints. If there is a particular question or concern, then the AO, employee or volunteer should consider contacting their HR department for further direction.

Part 4. Declaration of Representative

- Remember to sign and date this section once the application is complete and ready to submit

Part 5. Proof of Service on USCIS District Director(s)

Remember to sign and date this section once the application is complete and ready to submit.

Best Practice Tips!

- Make sure that the correct address(s) for the USCIS District Office for the principal and all extension locations are included. Check the [USCIS website](#) to be sure the address is correct:
- If submitting the application electronically to the USCIS District Director, indicate the email address along with the physical address.

III. Resume which includes a description of the representative's qualifications, including education and immigration law experience.

Best Practice Tips!

- Follow the current [CLINIC resume samples](#) with the recommended sections of Relevant Experience and Immigration Benefit Applications Assisted and Familiar with.
- List the office address where the applicant is based at the top and make sure this information is consistent with the information about the applicant in the organizational chart, on previous or concurrent application for recognition.
- List the position(s) with the organization applying for their accreditation renewal first.
- Include detailed, hands-on experience in the job description that includes updated experience since the last accreditation date.
 - Make sure to delineate between responsibilities prior to accreditation and after accreditation to demonstrate the use of accreditation for the purposes of representing clients before DHS (partial/full) and EOIR (full).
- For full accreditation renewal, include a brief description of EOIR and/or BIA cases handled since last accreditation date.
- In the job description, include attending ongoing training and staying up to date on changes.
- Clearly list the dates and titles for each job.
- Update the list of immigration applications you have assisted and/or familiar with, particularly focusing on applications that are key to the services your immigration program provides/plans to provide. For example, key forms for a family-based immigration program would be I-130, I-485, and N-400. Make sure to include other common forms as well.
- Include additional languages spoken on the resume.

IV. A list of all relevant, formal, immigration-related training

Best Practice Tips!

- Follow the Current [CLINIC list of trainings templates](#) for documenting trainings.
- List only those trainings since the last accreditation date in chronological or reverse chronological order
- In their FAQ, the DOJ R & A Program stated a preference that applicants should receive formal training **each year** since their last date of approval (rather than waiting to take trainings one year prior to renewal). If that was not possible, you may want to explain that in your cover letter and demonstrate other methods of ongoing training and hands on experience through the accreditation period.
- For each training include the title, type of training (webinar, 8-week e-learning course, 2-day conference, etc.), specific dates (DD/MM/YEAR), duration (hours), and organization that provided it. A one or two sentence description is helpful if it is not obvious from the title.
- For renewals, accredited representatives are required by regulations to demonstrate that they have continued to receive formal training in immigration law and procedure “commensurate with the services the organization provides and the duration of the representative's accreditation.”
 - Trainings taken during the three-year practice period should cover topics that reflect the representative's caseload and changes to immigration laws, policies, and regulations. If additional trainings are needed there are many free ones available at [CLINIC Archive of Training](#), and [Immigration Advocates Network \(IAN\)](#)

- Note that program management and cultural competence can be included, but the DOJ R & A Program has stated that they are not sufficient on their own for renewal.
- For renewal of **full** accreditation include some trainings related to litigation (i.e. practice before EOIR).

V. A certificate of training from the training organization or similarly verifiable record for each training attended

Best Practice Tips!

- Include a certificate or other proof for every training listed on the training list is included. Other proof includes print out confirmation of attendance (registration is not sufficient).
- If you are attending a recorded training as opposed to a live session where a certificate of completion or other verifiable record of attendance is not issued, you will need to submit an Affidavit attesting to your training attendance that is signed by you and your supervisor. See [CLINIC's sample Affidavit](#).
- Present proof of training in the same order as trainings are listed for ease of review.
- The DOJ R & A Program's FAQ asks that copies of PowerPoint handouts and other similar materials NOT be included in the application, but that for **conferences and other lengthy courses**, it is helpful to include a schedule, agenda(s), course syllabus or program.
- Check that every certificate is signed (digital or ink) and the name(s) is also printed.
- Check that the duration for the training listed matches the duration listed on the certificates.

APPLICATION SUBMISSION BEST PRACTICE TIPS!

- Present the supporting documents in the order listed in the cover letter/outlined in EOIR-31A.
- Clearly title/label documents and make sure they match how titles are listed in the cover letter.
- The DOJ R & A Program and USCIS prefer applications to be submitted via email. You can email your application to the DOJ R & A Program at R-A-Info@usdoj.gov and copy your USCIS District Director on the email for ease of submission. To locate the USCIS District Director with jurisdiction over your office location(s), visit the [USCIS website](#).
- OLAP usually sends confirmation of submission. If you did not receive a confirmation email, contact R&A program to confirm receipt of your application. Make sure to save a copy of this confirmation to demonstrate proof of submission prior to expiration of accreditation.

WAITING FOR ADJUDICATION BEST PRACTICE TIPS!

- Make sure that both the authorized officer and the individual applying for renewal of accreditation are checking their email (including spam and junk folders) for communication from the R & A program.
 - The fraud unit may reach out to the applicant for a personal email to ask questions about character and fitness. This is done to protect the privacy of the applicant. Applicants are encouraged to verify the legitimacy of the email by reaching out to the R & A program at R-A-Info@usdoj.gov.
- Respond to requests for additional information in a timely manner. If you need more time, ask for it rather than missing a deadline.
- Continue to obtain knowledge and experience through training and working with clients.
- Check the roster to make sure your name appears with (pending renewal). If your name is missing from the roster, email the R & A program so that they can fix it.

Click [here](#) to return to part I of this checklist

SAMPLE COVER LETTER FOR ACCREDITATION RENEWAL REQUEST [PARTIAL OR FULL]

[Date]

Recognition and Accreditation Program Coordinator
Department of Justice Recognition and Accreditation Program
Executive Office for Immigration Review
5107 Leesburg Pike, Suite 2400
Falls Church, VA 22041

**RE: Request for renewal of [partial/full] accreditation of [organization name]
staff member [full name]**

Dear Recognition and Accreditation Program Coordinator:

[Organization name] is a DOJ recognized organization located at [full address]. With this application, [organization] is seeking renewal of [partial/full] accreditation for its staff member, [name].

[Indicate any changes that have not already be reported to the DOJ R & A Program, such as change in name or change in status from employee to volunteer]

Enclosed, please find a completed Form EOIR-31A along with supporting documentation. We have included a full list of enclosures below. __

Thank you very much for your fair and rapid consideration of [organization's] request for renewal of [partial/full] accreditation for [name].

Sincerely,

[Name of Authorized Officer]

[Job Title]

Enclosures:

- Form EOIR-31A [Rev. Oct. 2022]
- Updated resume for [staff name] with representative's continued immigration law experience and list of trainings attended since last accreditation date
- Copies of certificates for trainings attended or similarly verifiable record from the training organization.
- Affidavit for trainings attended [if needed]

Click [here](#) to return to part III of this checklist

Click here to see a sample resume for full accreditation

SAMPLE RESUME FOR PARTIAL ACCREDITATION

Susan S. Sanchez
Any Church
1234 Main Street, Any Town, State 98765
555-222-1278

immigration@anychurch.org

[Tip! Use the individual's work address and contact information rather than his/her personal contact information. You may also put the resume on organization letterhead.]

RELEVANT EXPERIENCE

[Tip! In addition to experience in immigration legal services, include experience that involves immigrants, working with other cultures, and legal experience gain in other areas of law or abroad. Be sure to include any shadowing or hands-on experience gained with other organizations.]

Any Church

Multicultural Ministries Volunteer(Partially Accredited Representative) May 2022 - Present

- Conducted consultations with community member providing advice regarding their potential eligibility for immigration benefits
- Represented clients before U.S. Citizenship and Immigration Services on various types of immigration cases.
- Prepared and filed applications for immigration benefits for clients

Multicultural Ministries Volunteer

September 2021-May 2022

- Volunteered in a number of outreach activities geared toward serving immigrants in the Any Town area.
- Led setup of Immigration Ministry including obtaining training and hands on experience, fundraising and logistics management.

World Relief DuPage/Aurora

Wheaton, IL

Internship

October 2022

- Received training in immigration law and program management
- Under the supervision of DOJ accredited representatives, observed and assisted in conducting client intakes; filling out forms; document review and compilation; case management and follow-up.

Advocacy Organization for Immigration Reform

Suburb, ST

Volunteer

April-June 2021

- Organized a Forum on Immigration Reform that discussed a summary of the U.S. Senate Proposed legislation.
- Raised money for the event which consisted of making calls, sending emails, and

visiting potential financial contributors.

- We invited the media, community members, organizers, lawyers, professors as well as Council members.

Immigration Benefit Applications Assisted and Familiar with:

[Make sure to list both the form number and name.]

AR-11 Change of Address

G-28 Notice of Entry of Appearance as Attorney or Accredited Representative G-639 Freedom of Information/Privacy Act Request

I-90 Application to Replace Permanent Resident Card I-130 Petition for Alien Relative

I-131 Application for Travel Document

I-485 Application to Register Permanent Residence or to Adjust Status [Asylum and Family-Based Applications]

I-539 Application to Extend/Change Nonimmigrant Status

I-589 Application for Asylum and for Withholding of Removal

I-751 Petition to Remove the Condition on Residence

I-765 Application for Employment Authorization

I-765WS (Complement with Employment Authorization for DACA)

I-821D Consideration of Deferred Action for Childhood Arrivals

I-912 Request for Fee Waiver

I-918 Petition for U Nonimmigrant Status

I-918 Supplement A, Petition for Qualifying Family Member of U-1 Recipient

I-918 Supplement B, U Nonimmigrant Status Certification

N-400 Application for Naturalization

N-565 Application for Replacement of Naturalization/Citizenship Document

N-600 Application for Certificate of Citizenship

EDUCATION

Bachelor of Arts in French

May 2016

University of the Upper Peninsula, MI

SPECIAL SKILLS

Language: Fluent in Spanish and English

SAMPLE RESUME FOR FULL ACCREDITATION

Josephine Blauer
World Relief Kalamazoo
135 Blueberry Way
Kalamazoo, MI 12345
(443) 451-1992
jblauer@wr.org

**[Please note: use organization contact information,
not your personal contact information]**

RELEVANT EXPERIENCE

[For employment entries, you should show the title, organization, time worked, and basic job duties for each job in which you gained immigration experience.]

Immigration Advocate
World Relief Kalamazoo

May 2022 -Present

- Fully accredited representative since May 2022.
- In addition to duties listed below as a partially accredited representative, represented clients before EOIR and the BIA
- Conducted legal research; interviewed clients; wrote declarations, affidavits, pleadings, and motions; prepared clients for immigration court hearings; and represented clients in proceedings before the immigration court, including master calendar, bond and individual hearings.
-

Immigration Advocate
World Relief Kalamazoo

December 2019-May 2022

- Partially accredited representative since December 2019.
- Evaluate clients' eligibility for immigration benefits and possible bars to immigration.
- Assist eligible clients with completion of appropriate immigration benefit applications and filing.
- Assist clients to schedule immigration appointments.
- Represent clients at naturalization interviews before USCIS.
- Assist clients with translation of legal documents.
- Attend ongoing immigration law trainings to maintain accreditation and stay up to date on new developments in immigration law.
- Review immigration list serves and websites regularly to stay up to date on immigration changes.
- Provide immigration referrals when necessary.
- Attend monthly meetings with USCIS District Office.
- Conduct outreach and information sessions to inform community members about immigration benefits and new developments.

Please see attached, redacted writing samples related to court cases assisted with.

Please see attached log for a full list of experiences and observations at the Immigration Court.

Immigration Benefit Applications Assisted with:

[These are common forms that advocates may have completed. List only the forms you have actually prepared and add any that are not listed here. Add the number and title of the form.]

| | |
|---------|--|
| AR-11 | Change of Address |
| G-325A | Biographic Information |
| G-639 | Freedom of Information/Privacy Act Request |
| I-90 | Application to Replace Permanent Resident Card |
| I-102 | Application for Replacement/Initial Nonimmigrant Arrival/Departure Record |
| I-130 | Petition for Alien Relative |
| I-131 | Application for Travel Document |
| I-134 | Affidavit of Support |
| I-485 | Application to Register Permanent Residence or to Adjust Status [Indicate whether for Refugees, Asylees, and/or Family-Based Applications] |
| I-602 | Application by Refugee For Waiver of Grounds of Excludability |
| I-730 | Refugee/Asylee Relative Petition |
| I-751 | Petition to Remove the Conditions on Residence |
| I-765 | Application for Employment Authorization |
| I-864 | Affidavit of Support |
| I-864A | Affidavit of Support Contract Between Sponsor and Household Member |
| I-864EZ | Affidavit of Support |
| I-864W | Intending Immigrant's Affidavit of Support Exemption |
| N-400 | Application for Naturalization |
| N-600 | Application for Certification of Citizenship |
| N-648 | Medical Certification for Disability Exceptions |

EDUCATION

Bachelor of Arts in French
University of the Upper Peninsula, MI

May 2012

[You may add the date of graduation if you like, but it is not required.]

SPECIAL SKILLS

Fluent in Spanish, French, and English

Extensive experience working with immigrants and refugees from various cultures and countries, such as: France, Kenya, Sudan, Thailand, Burma, Canada, Mexico, Colombia

Click [here](#) to return to part IV of this checklist
Click [here](#) to for a sample list of trainings for full accreditation

SAMPLE LIST OF TRAININGS FOR PARTIAL ACCREDITATION

IMMIGRATION RELATED TRAININGS

[Tip! Make sure the trainings are spread over the last three years and that they are related to the services the program provides/plans to provide. For each training, add a couple of sentences describing what was taught if it is not clear from the title (examples are longer training series and conferences.)]

Formal Training in Immigration Law and Procedure Since Last Accreditation Approval

Introduction to Family Based Immigration March xx- April, xx 2025
By: Organization name(s)
List series titles, dates and times

Immigration Program Management Techniques and Strategies
By: Catholic Legal Immigration Network, Inc.
Webinar (1.5 hours) November xx, 2024

Getting In-and-Out While You Wait: Travel for U Conditional Grantees
By: Catholic Legal Immigration Network, Inc. and ASISTA
Webinar (1.5 hours) October x, 2024

Special Immigrant Juvenile Status
By: U.S. Committee for Refugees and Immigrants
Webinar (1.5 hours) June x, 2024

Affidavit of Support
By: World Relief
Webinar (1.5 hours) May xx, 2024
One or two sentences describing what the training covered.

Immigrations Consequences of Criminal Convictions
By: Esperanza Immigrant Rights Project
Los Angeles, CA (in-person training, 6 hours) October xx, 2023

Naturalization Application Training Workshop/Clinic Volunteers
By: Asian Americans Advancing Justice
Los Angeles, CA (in-person training, 2 hours) June xx, 2023

CLINIC Convening May xx-xx, 2023
List sessions attended

Overview of Citizenship and Naturalization Series October xx-xx, 2022
By: Catholic Legal Immigration Network, INC
List series titles

Language: Fluent in Spanish and English

SAMPLE LIST OF TRAININGS FOR FULL ACCREDITATION

[List recent trainings in the last three years. Seek advanced level trainings to prepare for full accreditation.]

Court Skills Training for Partially Accredited Representatives

In-Person Training in Chicago, Illinois (35 hours)

Catholic Legal Immigration Network, Inc.

Month/day/year

Provide a brief summary describing what the training covered.

Representing Clients in Removal Proceedings

Eight Webinar Series (12 hours)

Catholic Legal Immigration Network, Inc.

Month/day/year

Provide a brief description of what the training covered.

Asylum for DACA and TPS Holders

Webinar (1.5 hours)

Catholic Legal Immigration Network, Inc.

Month/day/year

Provide a brief description of what the training covered.

Written and Oral Advocacy in Immigration Court

Webinar (1.5 hours)

Immigration Advocates Network

month/day/year

Provide a brief description of what the training covered.

Challenging the Government's Case in Immigration Court

Webinar (1.5 hours)

Immigration Advocates Network

month/day/year

Provide a brief description of what the training covered.

The Federal Rules of Evidence: What Immigration

Court Representatives Need to Know

Webinar (1.5 hours)

Catholic Legal Immigration Network, Inc.

Month/day/year

Provide a brief description of what the training covered.

Getting Clients Released on Bond

Webinar (1.5 hours)

Florence Immigrant & Refugee Rights Project

month/day/year

Provide a brief description of what the training covered.

Humanitarian Immigration Law Clinic

6th Annual Immigration Law Seminar (7 hours)

School of Law, City, State

month/day/year

Provide a brief description of what the training covered.

Click [here](#) to return to part V of this checklist

SAMPLE AFFIDAVIT FOR TRAININGS MISSING A CERTIFICATE OF COMPLETION

To whom it may concern:

I attest under penalty of perjury that [name of applicant] completed the following immigration trainings. A certificate is not available for these trainings because [explanation].

| Immigration Trainings Attended by name of applicant | | | | |
|--|---|-------------------------|--------------|-----------------------------|
| Date | Training Title and Brief Description of the Training | Type of Training | Hours | Training Provided By |
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Applicant Name (print), Signature, and Date:

Supervisor Name (print), Signature, and Date:
