



**Catholic Legal Immigration Network, Inc. (CLINIC)
“Partial to Full Accreditation Initiative 2025”
Agreement**

Summary: The goal of this initiative is to: 1) identify Partially Accredited Representatives working in CLINIC Affiliate or other nonprofit organizations providing charitable immigration legal services and equip them to become full accredited representatives; 2) equip each Partially Accredited Representative with the competencies required to represent a noncitizen during removal proceedings; 3) support each Partially Accredited Representative in applying for full accreditation; 4) ensure that the Fully Accredited Representative represents at least one client in removal proceedings by executing a legal services agreement shortly after gaining full accreditation; and 5) expand removal defense representation while allowing Affiliates to maintain their program’s viability.

Project Period: Sept. 5, 2025–Aug. 28, 2026*

CLINIC Partial to Full Initiative Coordinator contact information:

Gwyn Yates

Training Events Coordinator

Gyates@cliniclegal.org

Phone: 301-565-4851

Selection for this initiative is highly competitive. Participants and their supervisors must comply with the provisions below. If the participant or the supervisor fails to meet the agreed-upon provisions, CLINIC reserves the right to withdraw the participant from the initiative.

Participating agency supervisor agrees to the following:

1. Identify qualified candidate(s) for full accreditation who will engage in court representation after approval of their full accreditation application by Department of Justice (DOJ), Office of Legal Access Programs (OLAP).

2. Inform CLINIC if participant ceases to pursue training for full accreditation or leaves employment.
3. Support participants by providing the time and resources needed to complete requisite coursework and attend the CLINIC training **during work hours**. The estimated time commitment is 10 hours per month in the months leading up to the in-person training. The supervisor understands that if the participant does not complete the required coursework units, participant will not be eligible to attend the in-person court skills training. Refer to the ***Project Timeline and Summary of Steps*** for the required training and activities to be completed prior to the in-person training.
4. Support each participant in attending and successfully completing the requirements of the training prescribed by CLINIC as a pre-requisite for submitting a full accreditation application to DOJ/OLAP. Refer to the ***Project Timeline and Summary of Steps*** for the required training and activities to be completed by the end of the project period. Support includes but is not limited to:
 - a. Assist participants to identify and establish a mentor/mentee relationship with an in-house and/or off-site attorney or fully accredited representative mentor with experience in representing individuals in immigration court prior to or as soon as the course begins; and
 - b. Ensure participants have sufficient time to gain hands-on immigration court experience through the attorney or Fully Accredited Representative mentor.
5. Be responsible for ALL expenses in Dallas, Texas, that the participant will incur for the court skills training; including but not limited to hotel costs, transportation, and meals. Breakfast buffet is included only for those participants who choose to stay overnight at the Embassy Suites. Participants who do not stay at the hotel will be responsible for their own breakfast. If necessary, the agency supervisor agrees to follow booking instructions for Embassy Suites by Hilton Dallas Market Center once distributed. CLINIC will provide lunch on all three training days as part of the Initiative registration fee.

Staff Participant agrees to the following:

1. Complete the required trainings and activities by the deadlines prescribed on the ***Project Timeline and Summary of Steps***. Participant understands that failure to complete activities assigned before the in-person court skills training will result in termination from the course (including ineligibility to participate in the in-person court skills training).
2. Attend and actively participate in the entire 3-day court skills training in Dallas, Texas. Participant understands that active participation in the court skills training requires thorough study of the case file and court materials prior to attending the training.
3. Contact training@cliniclegal.org and inform CLINIC as soon as possible if participant is unable to attend the entire 3-day court skills training. Participant further understands that to receive a certificate of completion for this training, participant must attend the entire duration of the court skills training. Participants who arrive late or depart early will not receive a certificate of completion.
4. Consult with CLINIC to draft a well-constructed, full accreditation application and submit the final draft to CLINIC for review before submitting to DOJ/OLAP and U.S. Citizenship and Immigration Services (USCIS).
5. Submit the full accreditation application to OLAP before or by Aug. 28, 2026, and report the submission and decision dates to CLINIC via the course website.
6. Within a month of receiving a decision on the full accreditation application from OLAP, submit a final report to CLINIC that explains how this in-depth training and full accreditation status impacted the participant professionally and participant organization's capacity to serve local immigrant communities. Alternatively, if you do not obtain full accreditation status, explain why you were unable to complete this requirement. Submit this report to CLINIC.

Participating agency supervisor and staff understand the following:

1. Agency and participating staff agree to the terms of this project up to the

end date of Aug. 28, 2026, or when participant submits a final report to CLINIC as noted above.*

2. CLINIC reserves the right to revoke attendance at the 3-day court skills training for failure to comply with completion of training and course work prior to the relevant deadline outlined in the Project Timeline and Summary of Steps, including failure to complete and submit the case assessment exercise by Oct. 31, 2025. No refund will be issued if CLINIC revokes attendance.
3. If the participant is unable to continue participation in the court skills training, a refund for the registration fee (\$650 for Affiliates or \$750 for Non-Affiliates) will be issued minus a \$100 processing fee before the course opens on Sept. 8, 2025. After this date, no refunds will be issued.
4. Participants from CLINIC Affiliate organizations can receive ongoing technical assistance for renewals of their full accreditation application.

Signatures below indicate acceptance of these terms.

Organization Name

Date

Participant Name

Supervisor Name

Participant Signature

Supervisor Signature