



# Legal Assistant/Paralegal

## PROGRAM BROCHURE

Get the training you need to earn your Legal Assistant/Paralegal certificate and you will be ready to find a more challenging and rewarding career ... today!

Millions of students have discovered online learning. Start on the path to a new career with accredited online training. By reviewing this information, you have already taken that important first step toward a better future.



**B**lackstone Career Institute's distance learning programs enable you to learn a new career at your own pace without disrupting your present job or lifestyle. Upon completion, you will receive a Legal Assistant/Paralegal certificate of completion along with the skills and confidence necessary to obtain employment in one of the fastest growing career fields.



# Why Choose to be a Legal Assistant/Paralegal

## The Job of the Future

The paralegal profession is one of the fastest growing occupations in the country. The U.S. Department of Labor, Bureau of Labor Statistics, predicts a growth rate of 17 percent through 2022.

## The Career

Paralegal, legal assistant, lawyer's assistant, and investigator are all terms which have come to describe an individual who is prepared to step into a position of substantial responsibility within the legal community. This is a challenging career for persons who are interested in doing research, drafting legal documents, working with clients, and assisting in trial preparation.

## Job Opportunities<sup>1</sup>

The demand for paralegals and legal assistants is increasing as firms try to reduce costs and improve efficiency by hiring paralegals to do tasks once done by lawyers. More than 70 percent of paralegals work for private law firms. The remaining paralegals are primarily employed in corporate legal departments (including banks, insurance companies and other businesses) or by the government. Paralegals also find work in legal service/legal aid offices, special interest groups or associations, criminal law offices, and service companies/consulting firms. Some paralegals work in related fields, as law librarians, teachers, elected officials or in other positions. Still others work for themselves as freelance or independent paralegals.

Jobs with federal, state and local government account for 7 percent of all positions for paralegals. Examples of positions with the federal government where legal expertise is valued include the following:

- Civil rights analyst
- Land law examiner
- Claims examiner
- Legal instruments examiner
- Contract examiner
- Public utilities examiner
- Criminal investigator
- Social services representative
- Employee benefits specialist
- Unemployment insurance specialist



- Environmental protection specialist
- Wage and hour compliance specialist
- Equal opportunity assistant
- Workers' compensation claims examiner
- Import specialist

Positions in legal service/legal aid offices account for 3 percent of all positions for paralegals. Job opportunities in these community and legal aid offices include the following:

- Administrative hearing representative
- Immigration paralegal
- Bankruptcy law specialist
- Information & referral specialist
- Case advocate
- Public benefits supervisor
- Community law specialist
- Social security specialist
- Disability law specialist
- Tribal court representative
- Food stamp specialist
- Veterans law advocate
- Housing/tenant law specialist

<sup>1</sup>Statsky, William P. *Introduction to Paralegalism*. (Copyright 2009, Delmar Cengage Learning: Clifton Park, NY), pp. 31 – 41.



# Why Choose to be a Legal Assistant/Paralegal *Continued*

## What You Can Earn

According to the National Association of Legal Assistants,\* paralegals had an average salary of \$50,220 in 2012. In addition to a salary, many paralegals received a bonus, which averaged about \$3,808.

In 2012, full-time, wage and salary paralegals and legal assistants had median annual earnings of \$46,990. The middle 50 percent earned between \$36,450 and \$60,340. The top 10 percent earned more than \$75,410. Median annual earnings in the industries employing the largest numbers of paralegals in 2012 were as follows:\*\*

Federal Government	\$62,400
Finance and Insurance	\$54,670
Local Government	\$47,000
Legal Services	\$44,950
State Government	\$42,050

\* 2013 National Utilization & Compensation Survey Report — NALA.

\*\*U.S. Dept. of Labor Statistics, 2014-2015 Occupational Outlook Handbook.



## Certification



Students who graduate from BCI’s Legal Assistant/Paralegal program are eligible to sit for the Certified Legal Assistant/Certified Paralegal (CLA/CP) Exam administered through the National Association of Legal Assistants (NALA).



engage  
inspire  
enhance  
promote

Graduates will also meet the accredited business/legal course criteria needed to sit for the Accredited Legal Professional (ALP) exam and/or the Professional Paralegal (PP) certification, given by NALS...the association for legal professionals. Obtaining this professional standard signifies a paralegal’s capability of providing superior services to employers.

## What Students Say About Blackstone

*“I believe that this Legal Assistant/Paralegal curriculum was well worth the money, time and effort spent in its completion. Already my legal back-ground has paid off in a promotion on the job.” —Richard, Vallejo, CA*

*“The entire course is well written. I believe that it is an excellent start for adults looking to change careers while maintaining a busy lifestyle.” —Tanya, Lancaster, PA*

*“Blackstone gave me the motivational push I needed and an educational foundation to build on. This course has provided me more than just learning about the law, it gave me direction!” —David, San Diego, CA*

*“I just wanted to send a note expressing my appreciation for the great paralegal course that you provide. I am sure the course will be a valuable starting point in my new career path. Although the books supplied the answers to most of my questions, the thoughtful personnel who answered the few questions when I called or emailed you were an excellent resource. Kudos to the staff for their commitment to excellence!” —Caroll, Brighton, IL*

*“I have taken a couple other correspondence courses. None of them compare to Blackstone in their dynamic format or their promptness on grading exams and answering questions.” —Ricardo, Beaumont, TX*



# A Blackstone Education Provides ...

## Superior Student Services

You are never alone when studying with Blackstone. Even though there is no formal campus or classrooms, we offer assistance to our students that is second to none.

## Program Assistance

Our education department is only a phone call, fax, or e-mail away if you ever need help with your course studies. Use our toll-free number to access our staff or e-mail your questions 24 hours a day, 7 days a week.

## Thorough Testing

Thirty one multiple-choice exams, chapter self-checks, and required assignments assist us in assessing your understanding of the concepts taught. Online testing is available through our Online Student Center.

## Ample Time

Students are permitted up to one year to complete the program. There are no formal classes to attend, so you can study anytime, anywhere.

## Affordable Tuition

The Legal Assistant/Paralegal Program remains one of the most reasonably priced in the country. Your tuition cost covers your entire program including all texts, study guides and study units, exam and homework evaluation services, access to the Online Student Center, a 4-month student membership to LexisNexis®, and your certificate.

## Financial Assistance

Blackstone serves all branches of the military and accepts 100% tuition assistance for its career training programs. Whether you are in the Air Force, Army, Coast Guard, Marines, Navy or National Guard, you can use Tuition Assistance to pay for your Blackstone education. Military spouses can also enroll using the Military Spouse Tuition Program, which pays 100% of their tuition. Veterans can obtain tuition assistance under the G.I. Bill. Find out today if you are eligible by contacting Blackstone.

Many employers offer benefit programs to reimburse employees for tuition expenses. Check with your employer to see if you are eligible.

Payment plans are available for financing your career training. Call Blackstone at 1-800-826-9228 to find out more today!

## Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, discussion boards, and more.

## The Blackstone Facebook Page



Become a member of one of the premier social networking sites to chat with other students and share career advice. This is a great tool to keep you up to date on the latest news from Blackstone.

## The Blackstone Career Center

Provides job search strategies, a job search databank, and career resources.





# Online!

## Benefits of Blackstone Online

- Online testing
- Instant results
- Access to your records
- Access to grades & transcript
- Online chats with students & faculty
- Download your lessons anytime, anywhere
- Online student support
- Web resources

*Best of All ...*

No Additional Charge  
this is part of your standard tuition!

## System Requirements



**Reliable Internet Connection**



**An Active E-mail Account**



**Speakers/Working Sound System**



**Printer**



**Most recent version of a web browser such as  
Microsoft Internet Explorer, Mozilla Firefox, or  
Google Chrome**



### Licensure, Accreditation and Memberships

Blackstone Career Institute's credentials are your assurance that Blackstone meets quality educational and business standards set by reputable organizations that have assessed our programs and business operations.

Blackstone is:

- Licensed by the State Board of Private Licensed Schools, Department of Education, Commonwealth of Pennsylvania
- Nationally accredited by the Distance Education Accrediting Commission, Washington, D.C.
- Regionally accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA
- An accredited member of the Better Business Bureau with a rating of A+
- Member of the Greater Lehigh Valley, PA Chamber of Commerce
- Selected by *G.I. Jobs* magazine as a Military-Friendly School



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