



Blackstone
Career Institute™

Paralegal Program for the Incarcerated

Thank you for your interest in sponsoring your loved one in our correspondence paralegal program. This step-by-step guide is a breakdown of how the course will work once the student is enrolled.

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Incarcerated individuals from over 1,800 facilities across the nation have already turned to Blackstone Career Institute to further their education. Students can complete their entire course via correspondence through the United States Postal Service (USPS). We provide all materials so no additional resources are needed to graduate.

Inmates choose to take our paralegal program for various reasons; they realize the value of continuing their education, they want to become more knowledgeable in understanding their own case, or they want to show the parole board that they are working for positive change.

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Your payment plan determines course flow

14 Volumes of Modern American Law are mailed to the student. The payment plan option you choose determines the frequency of shipments. Here are more details:

Plan A – Pay in Full \$885

Vol 1 is shipped at the start of enrollment. Once received and completed, we will start to send books in sets of 3.

Plan B - \$59 Monthly Payments

One volume is shipped per each monthly payment received.

Plan C - \$30 Monthly Payments

One volume is shipped every two months per payment received.

Plan A – Pay in Full - \$885

Plan B - \$59 down, 14 Monthly Payments of \$59, total \$885

Plan C - \$59 down, 27 Monthly Payments of \$30, with a final payments of \$16, total \$885

How to Enroll the Student



Online

Enroll Online, Anytime. Simply click this link -

<https://secure.blackstone.edu/online-enrollment/step1a.php>



Call

800.826.9228. We are available Monday - Friday from 8:30AM-4:30PM EST.



Mail

Request an enrollment agreement be mailed to the student at their facility.

Simply click this link - <https://blackstone.edu/incarcerated-request-info/>



Print

Print out an enrollment agreement and mail with payment to our office.

with payment. Click here - https://blackstone.edu/wp-content/uploads/2022/06/IMT_05-16_22-2.pdf

What to Expect after you have enrolled the student

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1. After you enroll your friend or loved one in our Correspondence Paralegal Program, you will receive two emails. The first email is the enrollment agreement and tuition protection policy. The second email is the login information for the online account. The online account is available for sponsor's to access the students progress and shipments.
2. The first shipment of course material is mailed priority to the student the following business day. Please allow up to two weeks for the shipment to arrive at the facility.
3. If you enrolled the student online, your card will automatically charge a month later.
4. Shipment Frequency is determined by the payment option you choose, please refer to p.1
5. The student works at their own pace. Students have up to two years to complete the program. Typically students graduate within 8 – 12 months.

What to Expect after you have enrolled the student

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6. As the sponsor, you can check the students progress from your online account. Click here to view the navigation tutorial – <https://youtu.be/lkoVsQZh3jE>

7. If you are sponsoring the students tuition using a payment plan, you can make additional payments to ship course material faster to the student. Additional payments do not replace your billing date. For example, if your billing date is set on the 5th of each month and you make a payment on the 1st, your card will still be charged on the 5th. You can make a payment online, anytime or call our student center at 800.826.9228. We are available Monday - Friday from 8:30AM - 4:30PM EST.

Program Goals & Objectives

- Define law and identify basic legal terms
- Explain legal concepts related to contracts
- Outline the aspects of torts
- Identify legal cause, negligence, and deceit
- Demonstrate an understanding of civil and criminal defamation
- Explain the legal definition of property and describe damages
- Distinguish a crime from a tort and list the three classes of crime
- Describe larceny and identify the three degrees of larceny
- Identify legal terms related to real property
- Provide examples of actions to recover damages in civil suits
- Identify legal terms related to civil actions
- Identify legal terms related to criminal procedure
- Explain the process of criminal procedure
- Explain legal concepts related to wills
- Describe legal concepts related to trusts and trustees
- Explain how partnerships and corporations are formed
- Discuss the elements of constitutional law
- Conduct online legal research using the LexisAdvance® legal research system
- Compose sample legal documents
- Identify effective job-search techniques for legal assistants/paralegals
- Describe common ethics related to the paralegal profession



Programs Perks & Certification

- Research shows that serving productive time by increasing education reduces recidivism.
- The legal knowledge gained through our Paralegal certificate program may provide opportunities to make money while incarcerated and once released.
- Offenders may qualify for earned time - consult with the education director for eligibility and the policies that apply in each state.



Our nationally accredited Paralegal certificate program includes the 900 clock hours of coursework 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. Graduates will also meet the accredited business/legal course criteria needed to sit for the Certified Legal Assistant/Certified Paralegal (CLA/CP) exam given by the National Association of Legal Assistants (NALA).

Graduates must meet all parole obligations prior to sitting for the CLA/CP exam.



Is it possible for an incarcerated student to find employment as a Paralegal after their release?

We hear from many of our incarcerated graduates that they obtained parlegal positions once they are released. In fact, many of them state they have found positions with attorneys they met while incarcerated or during their court proceedings.

Paralegal employment is up to the employer's discretion and also depends on the nature of the applicants offense. Graduates may be limited to obtain certain positions within the federal and state government. In addition to having the knowledge that our program provides, employers are looking for professionalism along with good verbal and written communication skills.

Incarcerated individuals choose to take our paralegal program for various reasons. They realize the value of continuing their education, they want to become more knowledgeable in understanding their own case, or they want to show the parole board that they are working for positive change.

While education doesn't guarantee employment it has many benefits to the individuals involved and to society at large.

Accreditation, Certification & History



Incarcerated Individuals from over 1,800 facilities across the nation have already turned to Blackstone Career Institute to further their education. Inmates can complete their entire course via correspondence using U.S. mail. We provide all of the necessary materials so students do not have to seek additional or outside resources in order to graduate.

Blackstone Career Institute is accredited by the Distance Education Accrediting Commission, Washington D.C. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency. Additionally, Blackstone Career Institute is regionally accredited by the Middle States Commission on Secondary Schools. Choose only accredited institutions to ensure high quality education and services.

Our nationally accredited Paralegal certificate program includes the 900 clock hours of coursework 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. Graduates will also meet the accredited business/legal course criteria needed to sit for the Certified Legal Assistant/ Certified Paralegal (CLA/CP) exam given by the National Association of Legal Assistants (NALA).*

*Graduates must meet all parole obligations prior to sitting for the CLA/CP exam.

Important Program Information

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- Students will have up to two years to complete the program.
- The course is self-paced, meaning there are no set due dates for exams or homework assignments.
- Curriculum questions for BCI's Paralegal Instructor can be mailed to us from the student using the "Request for Consultation" forms that we provide. These forms are in the back of each Blackstone Volume.
- Questions? Please email info@blackstone.edu or call 800.826.9228.



Materials Included

Blackstone makes it easy for students to complete the Paralegal certificate program while incarcerated. We use soft-covered books and materials for ease of entry into most state prisons, federal penitentiaries, county jails, and other institutions. All of the materials students need to successfully complete the program will be provided to them, including:



- **14 Vol. Modern American Law Series**
- **Blackstone Law Glossary**
- **Merriam Webster's Dictionary of Law**
- **Writing to Win: The Legal Writer**
- **How to Find a Job as a Paralegal Unit**
- **Ethics for Paralegals Study Unit**
- **Blackstone Graduate Guide**



Blackstone provides courses to incarcerated students as well as online programs. We offer accredited, online programs in the Allied Health and Paralegal Fields. Most of our programs prepare graduates for national certification. Learn more by visiting our website at blackstone.edu

www.blackstone.edu

800.826.9228

info@blackstone.edu