



**Blackstone**  
**Career Institute™**

# PARALEGAL CERTIFICATE PROGRAM FOR THE INCARCERATED

HOW IT WORKS

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

Incarcerated individuals from over 1,800 facilities across the nation have already turned to Blackstone Career Institute to further their education. Students complete their entire course via correspondence, delivered through the United States Postal Service (USPS). Blackstone's tuition covers all books, study guides, homework and exam evaluation services, dedicated faculty, and a certificate upon graduation.

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.



**Studies show a 43% reduction in recidivism rates for those prisoners who participate in an education program.**

# PROGRAM GOALS, OBJECTIVES, AND PERKS

- 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 case validation using the Shepardizing process.
- Compose sample legal documents
- Identify effective job-search techniques for legal assistants/paralegals
- Describe common ethics related to the paralegal profession

## RESEARCH SHOWS

- **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.**

# HOW TO ENROLL A LOVED ONE AND WHAT TO EXPECT

## ONLINE



Enroll Online, Anytime.  
Simply click [HERE](#)

## MAIL



Request an enrollment agreement.  
Simply click [HERE](#)

## CALL



800.826.9228  
Monday - Thursday

## AFTER YOU ENROLL YOUR FRIEND OR LOVED ONE

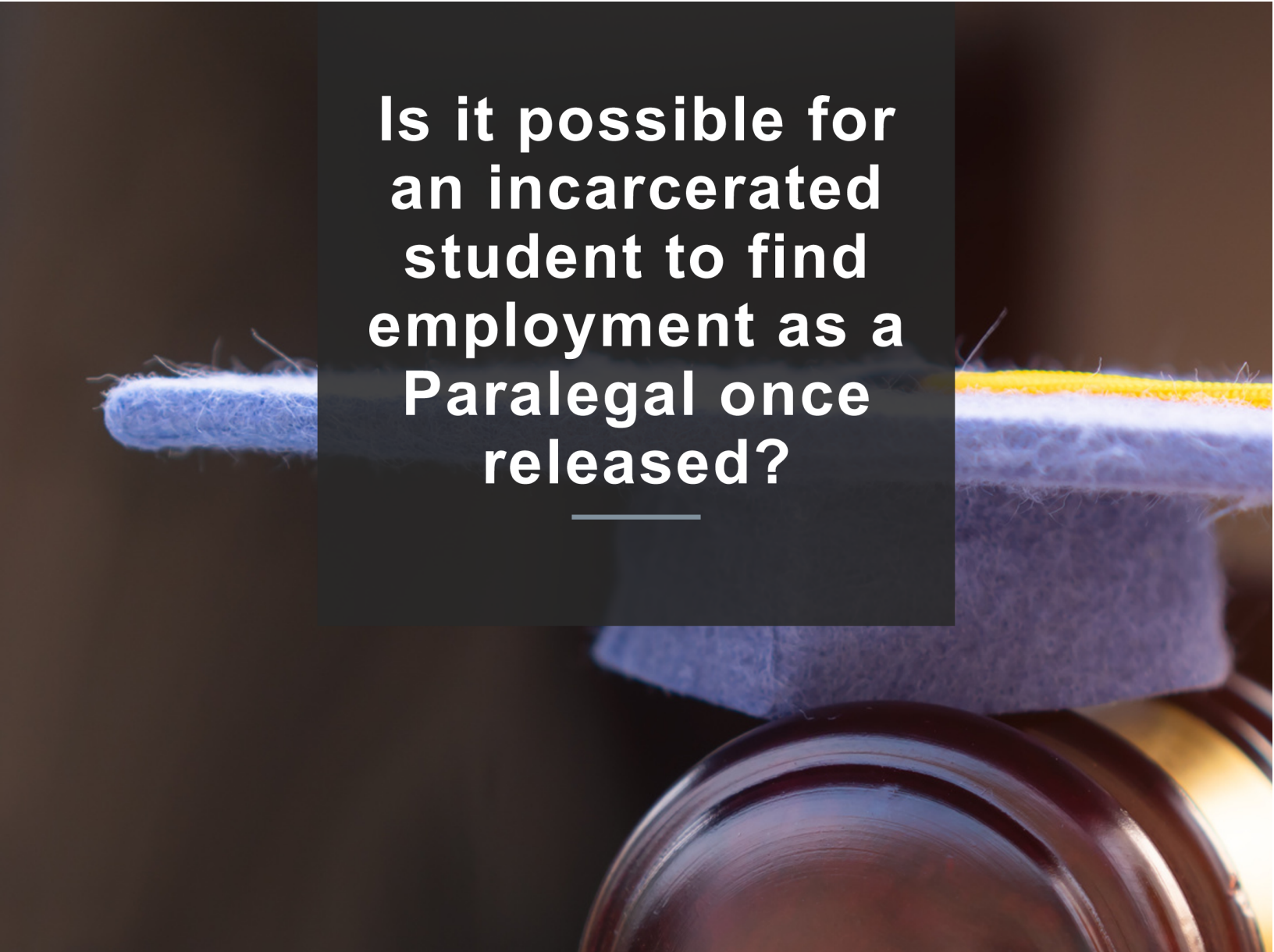
1. You will receive two emails. The first email is the enrollment agreement and tuition protection policy. The second email is the login information for the online sponsor account.
2. As the sponsor, you can check the students' progress by creating an online account. Click [HERE](#) to view the navigation tutorial.
3. The first shipment of course material is mailed priority to the student the following business day. It can take up to two weeks for the shipment to arrive at the facility.
4. Sponsors who enroll under a payment plan can expect their card charge every month under the terms of their plan.
5. Shipment Frequency is determined by the payment option you select.
6. The student works at their own pace. Students have up to two years to complete the program. Typically students graduate within 8 – 12 months.
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.



# BELOW 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



# Is it possible for an incarcerated student to find employment as a Paralegal once released?

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We hear from many of our incarcerated graduates that they obtained paralegal 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, learning tangible skills while incarcerated benefits the individual and society at large.



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