

AIPS



Stretch. Specialize. Succeed.

american institute for paralegal studies

1-800-553-2420 or info@americanparalegal.edu • www.americanparalegal.edu

***You're looking toward a future of new possibilities...
Ways to stretch your mind and expand your career.***

At the American Institute for Paralegal Studies, gain expertise in your favorite area of the law. Learn from experienced attorneys and practicing paralegals who bring years of legal and teaching experience to the classroom. Graduates are prepared for national certification.


An AIPS education gives you the edge you need to stand out from the competition.

It's your opportunity to Stretch. Specialize. Succeed.



"This program has been a total pleasure. It has given me the skills and confidence to expand my responsibilities, which will result in a promotion upon graduation. I feel prepared and confident to move forward in my career."

Kristie Anderson
Education Specialist II/Quality Compensation
Specialist, Minnesota Department of
Education, Roseville, Minnesota



“I was first introduced to legal research at AIPS and have developed that skill with every course I’ve taken. I’ve improved my analytical skills, since every course in the program requires students to cite, summarize a case, and make conclusions based on the facts of a case. My education at AIPS has definitely made a difference!”

Patricia Cordova
Paralegal at the Law Offices of Celia Clark,
PLLC, in New York, New York

The AIPS Difference

Why choose AIPS? We have a well-respected program and 30 years' experience of educating paralegal students. Here's why students and employers consider us leaders in the field:

- **Accreditation.** We've been continuously accredited by the Accrediting Council for Continuing Education and Training since 1981.
- **Flexibility.** Our online program fits into your busy life, around work and family schedules. You can enroll anytime, take classes from home—day or night—and interact with faculty and classmates when it's convenient for you.
- **Focus.** You'll finish 25 credits in 12 months, taking one paralegal course at a time. This allows you to master one subject before moving to the next.
- **Specializations.** In addition to comprehensive law courses, you can choose advanced and specialty courses that delve deeper into one specific area of the law. It's the type of in-depth, up-to-date expertise that employers seek.
- **Relevant.** True-to-life, practical courses prepare you for the work you'll perform on the job. We offer comprehensive legal courses taught by faculty with real-world experience.
- **Personal.** Expect personal attention and guidance from faculty, alumni, and staff through e-mail and phone calls. One-on-one support is a distinct feature of the program. With only 15 students per class, you'll enjoy close interaction with both instructors and classmates.
- **Certification.** Study for national certification through courses designed to help you prepare for the Paralegal Competency Exam (PACE) and the Certified Legal Assistant (CLA) exam. These courses are fully integrated into the curriculum and included in your tuition. Certification increases chances for employment and promotion.
- **Employment.** Our graduates average a 90 percent job placement rate, and our staff will help you obtain the position you want at law firms and companies around the country. We have a job placement coordinator dedicated to ensuring your success in the job market.

Stretch

Expect challenge. You'll take AIPS courses with accomplished peers—who've earned an undergraduate degree or worked in the legal field for at least two years. AIPS faculty will inform, stimulate, and push you to excel through rigorous instruction designed specifically for the computer-mediated distance learning environment. The AIPS community will drive you to work hard and support you along the way.

Dedicated Faculty

Our faculty members bring extensive experience in the law and a broad range of legal backgrounds to the online classroom. They're highly attentive and address your individual questions and needs through personal messages, classes, study halls, and phone calls. Faculty respond to questions in 24 hours or less, ensuring you understand the material and know how to apply it to your work.

Alumni Mentors

After enrolling, you'll be assigned an alumni mentor who knows the AIPS program inside and out. Your mentor will guide you through the first two months of the program, communicating through the online conference system. The goal is to help you acclimate quickly so you're prepared for success.

Students

Join other adult learners who are busy with work, family, and school. You'll be surprised by the extensive interaction between students. In most cases, it's more than what you find in a traditional classroom setting. Peer-to-peer conferences facilitate student collaboration within small class sections of 15 students or less.

Support Staff

Frequent, consistent, and prompt student services are the hallmark of the AIPS experience. Whether you need help with technical issues, career counseling, or financial concerns, we're available by e-mail (info@americanparalegal.edu) and phone at 800-553-2420.



"I thought all the instructors did a great job of providing feedback to any questions we had. I also found it beneficial to hear about their real-life legal experiences. It is like anything you learn. Books can only teach you so much. Hearing how the concepts apply to real-life cases is fascinating and meaningful."

Jamie-Lynn Burns,
Legal Assistant, Friedmam, Harfist, Langer,
New York, New York

“This program is incredible. I looked forward to signing on to the network at least once every day. I didn’t realize how much I could learn, particularly about my local laws, where and how to access local court/legal information, etc., all while doing everything online. It suits my lifestyle perfectly.”

Becky Durio
Paralegal, John A. Mouton, III,
Lafayette, Louisiana



Specialize

Acquire knowledge about the law, earn a paralegal certificate, and master a specialty area through the online paralegal program at AIPS.

Certificate Programs

You’re preparing for a demanding profession. That’s why we provide a rigorous curriculum. You’ll learn one substantive law subject per month in order to fully grasp each topic before moving onto the next. Each course involves discussion questions, assignments, and readings using regular college textbooks. You’ll also have your own account to the Lexis online law library.

Advanced and Specialty Courses

Gain an edge in a competitive market through our specialty certifications. By mastering a specific area of the law, you’ll increase your value among employers and stay abreast of the latest trends and developments in the paralegal field. You can pursue specialty certifications at AIPS in the following areas of the law:

- Litigation and Alternative Dispute Resolution
- Corporate Law
- Elder Law
- Foreclosure and Debtor/Creditor Law
- Legal Technology

Choose a specialty track when you register. There are no additional tuition charges for specializing (though additional book fees may apply).

"I want you to know that I received my letter of acceptance from Nashville School of Law! I am so excited I can hardly stand it!!! Classes start mid-August. Thank you for providing me with the opportunity to realize that I still have a passion for the law profession. I am proof that it is never too late to continue following your dreams."

Kelli Ann Leifeste
Legal Secretary, Legal Aid Service of
Northeast Minnesota, Duluth, Minnesota



Succeed

Explore a wide variety of challenging and rewarding career choices. Our job placement coordinator will work closely with you to help you structure your job search in a way that matches your career goals and fits your skill level.

Tuition & Financing

Your paralegal education is one of the biggest investments you will ever make in terms of time, energy, and money. It's an important investment in your career and your future. That's why we work hard to help you select an appropriate financing option based on your credit history or employer-sponsored tuition-reimbursement program.

Tuition and fees effective February, 2009

\$359.80/credit hour or \$8,995.00 for the full 25 credit hour program.

Books and software: \$690.00

In addition to a variety of tuition payment options, we offer scholarships, low-interest loans, and corporate tuition-reimbursement programs.

Get Results

In recent years, AIPS graduates have held a wide variety of positions with law firms, corporate legal departments, government agencies, financial organizations, national corporations, medical organizations, and much more, such as:

- Accenture
- Aspect Communications
- Austin (TX) Office of the Attorney General
- Big Lots Stores, Inc.
- Blue Cross/Blue Shield
- Cinmar LP
- Delaware State Housing Authority
- Deutsche Bank Services, Inc.
- Gateway, Inc.
- McDonalds Corporation
- Military Order of the Purple Heart
- Montana Attorney General's Office
- Northwestern Mutual Life
- Paramount Financial Group
- Pediatric Partners
- Saturn Corporation
- Stancorp Mortgage Investors
- State of Florida Twelfth Circuit
- State of Minnesota
- Various law offices

“The best part about my job is that I truly am working as an International Senior Contract Administrator. I am writing and negotiating contracts all over the world. I love it! My AIPS training has played a part in my getting this job. I will be the only Contract Administrator at Disney who is also a Paralegal.”

Lisa Smithson
Paralegal/Legal Assistant, The Austin
Law Firm, Cornelius, North Carolina



Top 10 Reasons to Become a Paralegal

1. Become in demand. Employment for paralegals is projected to double in the next seven years, according to the U.S. Bureau of Labor Statistics.
2. Work at one of the best jobs in America. *CNN Money Magazine* ranks the paralegal profession as the 27th best job in America, a profession that experiences high pay and fast growth.
3. Enjoy flexibility. Paralegals can work for themselves, contracting services to law firms, or find employment in law firms, government agencies, corporate legal departments, insurance companies, real estate and title companies, trade associations, the Armed Forces, and financial and educational institutions, to name a few.
4. Specialize. If you're interested in a certain area of the law, you can pursue it without investing huge amounts of time, money, and effort in law school.
5. Experience variety. No two days will be the same. You'll perform disclosure and discovery work, locate and contact witnesses, research and investigate information, handling more of the practical and procedural aspects of the law than lawyers.
6. Move up fast. Paralegals who are experts at their jobs and perform well experience many opportunities for success and advancement.
7. Constantly increase your knowledge. Ever-changing laws and regulations demand you to continually update your knowledge and training.
8. Make a difference. Assist attorneys in providing the best legal advice and most cost-effective services to clients.
9. Get well-prepared for law school. The background and work experience gained as a paralegal gives you a practical advantage in future law school studies.
10. Work anywhere. Paralegals are needed wherever there are lawyers, which is everywhere.

Application

Last Name _____ First Name _____

Nickname, if preferred _____ M.I. ____ Social Security No. _____

Number Street and Address _____

City _____ State _____ Zip _____

Profession _____ Date of Birth _____

Maiden Name _____

Daytime Phone Number _____ Evening Phone Number _____
Area Code Number Area Code Number

Cell Phone Number _____ Email Address _____
Area Code Number

Were you referred to us by one of our graduates or current students? If so, please provide us with their name so we can thank them. _____

I am interested in the following specialty track: _____

I am undecided on a specialty at this time.

Registrants must have an undergraduate degree (Associates, Bachelors, or equivalent credits) - or - have 2 years of law-related work experience prior to registering for the Institute's program.

The Institute strongly encourages all applicants to request their high school and/or college transcripts immediately. The high school transcript is not necessary if you have a college degree. Transcript request forms can be printed from our web site.

High School _____ Graduation Date _____

College/University _____ Number of credits earned _____

College Graduation Date _____ Degree _____

Please list any other post-secondary continuing education or vocational training:

Application continued

Current Profession _____

List Chronologically your most recent part-time and full-time work experiences:

1.) From (Mo./Yr.): _____ To(Mo./Yr.): _____

Employer _____ Job Title _____

Duties _____

2.) From (Mo./Yr.): _____ To(Mo./Yr.): _____

Employer _____ Job Title _____

Duties _____

3.) From (Mo./Yr.): _____ To(Mo./Yr.): _____

Employer _____ Job Title _____

Duties _____

Payment Options: (see Tuition and Financing for details: http://www.americanparalegal.edu/cost_financing/)

Financing options require a minimum tuition deposit of \$ 225.00

and book fee of \$ 690.00

Total minimum deposit with registration \$915.00

Sallie Mae applicants may omit the book fee and submit only \$225.00 pending credit approval.

I plan to Pay in full (submit \$7,886.00, includes 20% tuition discount)

Pay in four installments (submit \$2,713.88, includes 10% tuition discount)

Apply for SLM Financing - Attach credit application (submit \$225.00)

AIPS Financing - Attach credit application (submit \$915.00)

Method of payment:

Check or Money Order (Payable to A.I.P.S.)

Visa Name of Cardholder: _____

Mastercard Card #: _____ Security Code #: _____

American Express Amt.: _____

Discover Exp. Date: _____ Today's Date: _____

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Applicants paying by check or money order, simply print & complete registration form and return together with the applicable fees to: American Institute for Paralegal Studies, Inc.

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