

Professional Development Institute's

# Center for Paralegal Education

Call to learn more at **866.374.0876**  
Visit us online at **[certificate.pdi.org](http://certificate.pdi.org)**  
Email **[trussell@pdi.org](mailto:trussell@pdi.org)**



2,500+ people have received a Paralegal Certificate from PDI at UNT over the past 25 years.

## Paralegal Certificate Program

**Online Only  
Program  
Begins**

**March 11, 2017**

*Also available from PDI  
Certificate in Professional Private Investigations  
Learn why this program might be right  
for you or your firm. Details inside.*

### Why Enroll With PDI?

The Professional Development Institute located at the University of North Texas is one of the leading providers of quality, affordable paralegal training and has offered an 8-week program for over 20 years. Enroll in this affordable, accelerated program. Get the tools and knowledge you need to work in the legal field (without a lengthy, expensive program.)

### What's Ahead for Paralegals?

According to the U.S. Department of Labor, the Bureau of Labor Statistics and the Occupational Outlook Quarterly, the paralegal profession is solidly ranked as one of the top ten fastest growing occupations! Salaries range from \$28,000 to \$75,000

**PDI** Professional  
Development  
Institute  
UNIVERSITY OF NORTH TEXAS™

**Professional Development Institute  
University of North Texas  
2301 Hinkle Drive • Denton, TX 76201**

PDI is a not-for-profit foundation benefiting the University of North Texas. The Center for Paralegal Education offers seminars designed for practicing professionals, job tips, current open positions and other vital information.

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# Paralegal Certificate Program

## *Affordable Training With A Convenient, Accelerated Schedule*

PDI's affordable Paralegal Certificate Program awards a certificate of completion after only **eight weeks** of intense review. Materials - a **\$500 value** - are included in the \$2,225 program fee. Instructors include an expert group of attorneys, paralegals and specialists. Classes are available nationwide!

## *A Sample of Topics*

- Introduction to the paralegal profession
- The role of the paralegal in law firms
- Legal terminology
- Overview of legal and legislative systems
- State and Federal court systems
- Alternative dispute resolution
- Ethics
- Contract Law
- Probate
- Estates / Wills / Trusts / Taxes
- General Business Law
- Business organizations and entities
- Real Estate and Property Law
- Family and Domestic Relations Law
- Tort Law
- Employment Law, including immigration
- Bankruptcy, Intellectual Property
- Criminal Law and Procedure
- General Civil Procedure, including Discovery, trial prep, evidence
- Law office management
- Document production and drafting
- Legal research / Analysis / Writing

## *Why a Certificate Matters*

According to the American Bar Association, becoming a "trained paralegal" is important because your **working hours are billable to clients**. Texas courts **demand proof of education** before a firm can bill for a paralegal's hours. **PDI's Paralegal Certificate Program awards a certificate that serves as educational proof.**

## *Materials Included*

The program fee of \$2,225 includes more than \$500 of textbooks - materials that are **YOURS TO KEEP**. PDI will furnish all study guides, notebooks and handouts. Students use these materials on the job.

Here's a list of materials. Visit [legal.pdi.org](http://legal.pdi.org) for more information on these texts.

### *The Paralegal Professional*

by Henry Cheeseman and Thomas F. Goldman

### *Legal Terminology*

by Gordon W. Brown

### *How to Land Your First Paralegal Job*

by Andrea Wagoner

### *VersusLaw CD*

## ***Program Fee: \$2,225***

Includes instruction and materials.

### ***ONLINE ONLY***

***Begins March 11, 2017***

Complete each week at your convenience over 8 weeks

## What Our Students Say

"I would say that I feel absolutely confident now that I am prepared to work as a paralegal. Having already 5 years experience as an legal assistant

I am now ready to move to the next level as a paralegal because of PDI at UNT.

Great teachers and great program!

Thank you!"

**Lindsey Boudreaux**

"The convenience of the online program was the selling point for me. I also appreciated the variety of areas of law covered in the curriculum. The effort you put into this challenging and rewarding course of study will definitely be worth it!"

**Starla Horstman**

### **More About PDI's Private Investigations Certificate Program**

Work with field experts while earning the Certificate in Professional Private Investigations from PDI/UNT. This program prepares students to enter the field of private investigations and is a step toward completing the state exam that awards the designation of Private Investigator.

#### **Who Should Attend**

- Anyone interested in P.I. training
  - Loss prevention agents
    - SIU investigators
    - Claims adjusters
    - Lawyers/paralegals
  - Investigators in legal, corporate, financial or retail
    - Police officers seeking P.I. training
- Licensed private investigators seeking formal training

#### **Prerequisites**

- Have a high school diploma (or GED)
  - Fluent in English
- Basic working knowledge of computers and the internet
- Online access for computer-based proficiency testing

#### **Price**

- \$3,495.00. Includes all materials and fees

#### **Classes**

Live and online options. View pdi.org for dates.

***This program takes 4 1/2 months to complete. Students must enroll in the entire program and take all of the courses to qualify for the Certificate and to take the state exam.***

## **Paralegal Certificate Program**

To Register Online: [certificate.pdi.org](http://certificate.pdi.org)

To Register by Phone: 866.374.0876

To Register by Mail:

**PDI, 2301 Hinkle Drive,  
Denton, TX, 76201**

To Register by FAX: 940.565.3362

Summer 04U05-601 \$2,225.00  
Discount <-> \$ \_\_\_\_\_  
Total Amount Enclosed \$ \_\_\_\_\_

Payment Method

Check or money order, made payable to PDI

Credit Card:

AMEX  MasterCard  VISA  Discover

Card # \_\_\_\_\_

Card Verification Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

Name of Registrant \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Preferred Address \_\_\_\_\_  
\_\_\_\_\_

City/State/Zip \_\_\_\_\_  
\_\_\_\_\_

Preferred Email \_\_\_\_\_

Cell Phone \_\_\_\_\_

Company Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

#### **Financial Assistance**

Payment plans available. Contact Tami Russell at 866.374.0876 or via email at [trussell@pdi.org](mailto:trussell@pdi.org) for information.

#### **Refund Policy**

Full refunds will be granted if PDI receives written cancellation one week before the course starting date. If cancelled within a week prior to the course starting date, there is a 20% cancellation charge. (This does not include the \$100 deposit.) There will be no refund once the course begins. Materials must be returned in like-new condition in order to receive a full refund for materials.