

Celebrating Our 20th Anniversary!



PDI's Center for Paralegal Education

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 20 years. Enroll in this affordable, accelerated program. Get the tools and knowledge you need to work in the legal field (without a long-term, 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.

Paralegal Certificate Program

Blended option (live and online)

February 18 - April 7, 2012

(LIVE from 9 a.m. to 5 p.m. on Saturdays followed by an online lesson)

Online only option

March 10 - April 28, 2012

June 2 - July 21, 2012

Specialized Certificate Programs

PDI and the Washington Online Learning Institute offers a series of topic-specific programs for legal staff who wish to expand their knowledge of the law. See details inside.

Certificate in Professional

Private Investigations

Learn why this program might be right for you or your firm. Details inside.

PDI Professional
Development
Institute

UNIVERSITY OF NORTH TEXAS

More than 2,500 people have received a Paralegal Certificate from PDI at UNT over the past 20 years.

PDI is a not-for-profit foundation benefiting the University of North Texas and has been in existence for 35 years. Seeing a need for specialized training in the legal field, PDI launched the Center for Paralegal Education which also offers seminars designed for practicing professionals, job tips, current open positions and other pertinent information.

Professional Development Institute

University of North Texas

2301 Hinkle Drive

Denton, TX 76201

866.374.0876

certificate.pdi.org / Email: trussell@pdi.org

**Call to learn more at 866.374.0876 or visit us online at
certificate.pdi.org. Email trussell@pdi.org**

Paralegal Certificate Program - Blended or Online

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 \$1,995 program fee.** Instructors include an expert group of attorneys, paralegals and specialists. Blended classes are conducted in the D/FW area and online only classes are available nationwide!

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.

Program Fee: \$1,995

Includes instruction, materials, alumni services and graduation ceremony.

ONLINE ONLY

March 10 - April 28, 2012

June 2 - July 21, 2012

Complete at your convenience over 8 weeks

BLENDED PROGRAM

FREE Information Session

Dallas/Fort Worth Area -

9 a.m. Saturday, February 4, 2012

Crowne Plaza North Dallas

14315 Midway Road

THE BLENDED CLASS BEGINS

February 18 - April 7, 2012

Meet in the classroom

from 9 a.m. to 5 p.m. Saturdays followed by an online lesson

Save \$100 off the \$1,995 tuition by paying in full prior to or during the free Paralegal Information Session

"Coming from a law firm background, I thought this program would be fairly easy and that I would learn little. What I found was that there is a lot about law that I did not know. We received information on all aspects of law from entertaining but demanding instructors...I can't say enough about how awesome this program is and will most definitely recommend it to others."

Debbie Rima

A Sample of Topics

Introduction to the paralegal profession
The role of the paralegal in law firms
In-house legal departments and government agencies
Legal terminology
Overview of legal and legislative systems
State and Federal court systems
Alternative dispute resolution
Ethics / Contract Law
Uniform Commercial Code / Probate
Estates / Wills / Trusts / Taxes
General Business Law
Business organizations and entities
Securities Law
Real Estate and Property Law
Family and Domestic Relations Law
Tort Law, including Workers' Comp
Employment and Labor Law, including immigration
Bankruptcy, Intellectual Property, and Technology Law
Criminal Law and procedure
General Civil Procedure, including Discovery, trial prep, evidence
Law office management / Accounting and billing
Document production and drafting
Correspondence / Interviewing
Computers and office technology
Legal research / Analysis / Writing
Library / Mock Trial

Materials Included

The program fee of \$1,995 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 <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

Legal Document Production

by Nancy Creel Smith

How to Land Your First Paralegal Job

by Andrea Wagoner

Texas Courts Pamphlet

VersusLaw CD

"The paralegal program at PDI was one of the greatest experiences of my life. I truly appreciate Tami and all of the instructors that gave their time to help us succeed. I highly recommend PDI to anyone seeking a paralegal certificate or anyone just wanting to learn something new. I guarantee they will take away more than just a certificate."

Amanda Koetter

Specialized Certificate Programs

PDI and partner The Washington Online Learning Institute offers a series of Specialized Paralegal Certificate Programs for legal staff who wish to expand their knowledge of specific areas of the law. Each curriculum is designed to focus on a particular subject area. Students are awarded Specialized Paralegal Certificate in the subject.

Program Length	Tuition
Two Months	\$1,175
Three Months	\$1,675

Tuition Includes:

Textbooks...24/7 Access to Interactive Online Classroom...Hands-on instruction...Audio lectures (downloadable)...Westlaw® Training

Education loans are available. For more information, contact Tami Russell at 866.374.0876 or via email at trussell@pdi.org.

Specialist Certificates Include:

- Business and Real Estate Law
- Business and Transactional Law
- Family Law
- Immigration Law
- Legal Research & Investigation
- Litigation & Dispute Resolution
- Personal Injury Law
- Probate and Elder Law

learn more at
certificate.pdi.org

Private Investigations

Work with field experts while earning the new 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

- \$3,125.00. Includes all materials and fees

Classes

- Friday Night from 6 p.m. to 9 p.m.
- Saturday from 9 a.m. to 5 p.m.
- TWO Friday sessions from 9 a.m. to 5 p.m.

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

Registration Panel

Online: www.pdi.org

Phone: 866.374.0876

Mail: PDI, 2301 Hinkle Drive,
Denton, TX., 76201

FAX: 940.565.3362

<input type="checkbox"/> Dallas/FW 04U16-201	\$1,995.00
<input type="checkbox"/> Spring Online 04U16-601	\$1,995.00
Discount <->	\$ _____
Total Amount Enclosed	\$ _____

Payment Method

- Check or money order, made payable to PDI
 American Express 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

Education loans are available from Sallie Mae. For more information contact Tami Russell at 866.374.0876 or via email at trussell@pdi.org. PDI is approved by the Texas Veterans Commission.

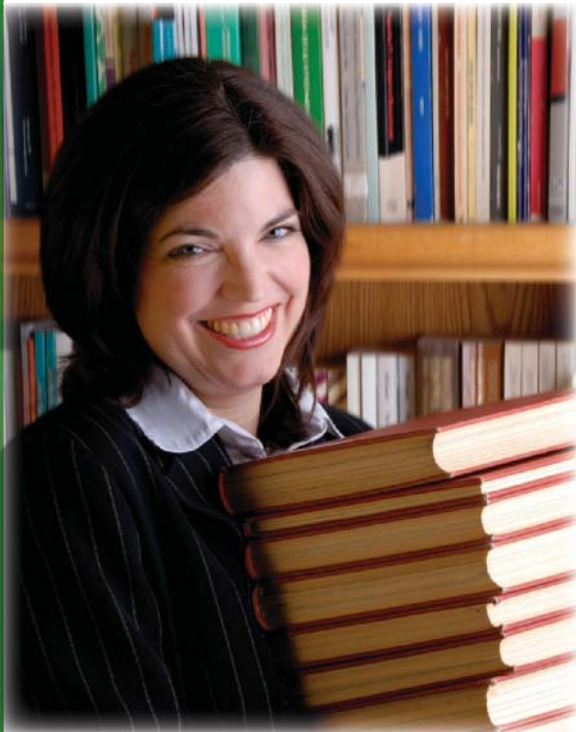
Refund Policy

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.

To enroll for any Specialized Certificate Program or the Private Investigations Program, please call or register online.

PDI's Center for Paralegal Education

Choose The Programs That Are Right for You!



Dallas/Fort Worth Area Paralegal Certificate Program Blended

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followed by an online lesson)

Paralegal Certificate Program Online Only

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Complete over 8 weeks

Specialized Certificate Programs

See Inside for Details

Certificate Program in Professional Private Investigations

See Inside for Details