



*Professional Development Institute's*

# Paralegal Certificate Program

Call to learn more at 940.565.3353  
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.

## Online Only Program Begins March 16, 2019

**940.565.3353**  
**[certificate.pdi.org](http://certificate.pdi.org)**  
**Email: [trussell@pdi.org](mailto:trussell@pdi.org)**

"The convenience of the online program was the selling point for me. The effort you put into this challenging and rewarding course of study will definitely be worth it!"

***Starla Horstman***

"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."

***Lindsey Boudreaux***

"(I'm) so thankful to have been a part of such an incredible organization with PDI...I have been with the SBA since 2005...(It) is so very rewarding building relationships with so many, being able to do legal reviews of their SBA paperwork and then disburse funds to them to get them back to pre-disaster."

***Darnell Duplessis***

### 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 25 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

**1155 Union Circle #305101 • Denton, TX 76203**  
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.

## Affordable & Convenient Training

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
- Probate
- Estates / Wills / Trusts / Taxes
- Business organizations and entities
- Real Estate and Property Law / General Business Law / Contract Law / Family and Domestic Relations Law / Tort Law / Criminal Law and Procedure / Employment Law, including immigration
- Bankruptcy, Intellectual Property
- 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 [pdi.org](http://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

## Paralegal Certificate Program

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

To Register by Phone: 940.565.3353

To Register by Mail:

PDI, 1155 Union Circle #305101,  
Denton, TX, 76203

To Register by FAX: 940.565.3362

Spring 04U29-601 \$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 940.565.3353 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.