



National Association of Counsel for Children

**APPLICATION FOR CERTIFICATION AS A
CHILD WELFARE LAW SPECIALIST**

advocate@NACCchildlaw.org
www.NACCchildlaw.org

Today's Date: _____

INTRODUCTION

This application is for use by attorneys applying for certification by the National Association of Counsel for Children (NACC) as a Child Welfare Law Specialist. An applicant seeking such certification must meet and continue to satisfy the requirements for certification presently and hereinafter promulgated by the NACC.

It is the applicant's responsibility to complete this application clearly and in its entirety, comply with all of its instructions, and provide all supporting documents. The NACC Certification Committee meets to consider applications and may reject incomplete applications. The application fee and exam fee are non-refundable.

Please complete the form in full before submitting via email. Make sure to save a copy for your records after the form has been completed.

FEES

Application Fee – Due at time of application: \$300 or see QIC Waiver
Exam Fee – Due upon eligibility to sit for exam: \$350

I. GENERAL INFORMATION

Last _____ First _____ Middle _____

Degree _____ Last 4 Digits of Social Security Number _____

Firm / Agency _____

Title _____

Office Address _____

City _____ State _____ Zip _____

Office Phone _____

E-mail (Required) _____

The NACC will use your email address to send official notifications.

Secondary Email _____

Secondary Contact Address _____

City _____ State _____ Zip _____

Home / Cell Phone _____ Date of Birth _____

Race (Optional) _____ Ethnicity (Optional) _____

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Applicant No. _____

Have you applied to the NACC Child Welfare Law Certification Program Before? Yes No

Role – Check all that apply:

Agency Attorney

Respondent Parent Attorney

Child’s Attorney/Attorney GAL

Other: _____

II. STATES OF LICENSURE / CERTIFICATION / GOOD STANDING / DISCIPLINARY HISTORY

A. States of Licensure

List all states in which you are licensed or have been licensed to practice law.

<u>State</u>	<u>Bar Registration #</u>	<u>Date of Licensure</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Certification

- List any legal certifications you have previously obtained.

<u>Certifying Entity</u>	<u>Specialty</u>	<u>Date of Certification</u>
_____	_____	_____
_____	_____	_____

- If you have been denied certification by any certifying entity, please list the certifying entity, type of certification, dates, and reason(s) given for denial.

Certifying Entity: _____

Specialty: _____

Date of Certification: _____

Reason for Denial: _____

C. Verification of Disciplinary History & Good Standing

Applicant is a member in good standing of the State Bar of all states in which the applicant is licensed to practice (or was a member in good standing at the time any license may have been voluntarily surrendered). Applicant's state of primary practice is the state in which certification is sought.

Yes No

A component of the application for certification/recertification requires that you have been admitted to practice law. Request a report on your disciplinary history from state/local bar or grievance committee for all jurisdictions. The report should contain any complaints, whether pending or resolved, and their resolution.

NACC will provide a letter template to send to your state/local bar or grievance committee(s) after your application has been submitted.

D. Disclosure of Conduct

Have you been disbarred, suspended, reprimanded or otherwise disciplined by the state bar of any state, by a state or federal court, or by any other entity which has authority over attorney discipline? If yes, please provide full details including all written evidence of dismissal or other disposition to NACC.

Yes No

Have you been the subject of any of the following matters, or are any of these matters currently pending against you: (1) a disciplinary law suit or action; (2) a complaint or inquiry with a grievance committee of any bar association or with the designated disciplinary entity of any state; (3) a finding or admission of legal malpractice; (4) a criminal indictment or information for a felony crime? If yes, please provide full details including all written evidence of dismissal or other disposition to NACC.

Yes No

Have you been convicted, given probation or fined for a felony crime? If yes, give full details and attach all relevant documentation to NACC. Please answer "yes" regardless of: (1) whether the conviction resulted from a plea of guilty or nolo contendere; (2) whether the conviction resulted from a verdict after trial or otherwise; or (3) whether an appeal is currently pending.

Yes No

III. Education / Employment History

A. Colleges and Law Schools Attended

<u>Name of College/Law School</u>	<u>From</u>	<u>To</u>	<u>Degree Obtained</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Legal Employment

Please list all places of legal employment during the last 3 years in order of the most recent:

- a)

_____ Firm or Employer	_____ Begin Date (mm/yy)	_____ End Date (mm/yy)
_____ Address	_____ City/State/Zip	
_____ Title (e.g. partner, associate or other)	_____ Immediate Supervisor	

- b)

_____ Firm or Employer	_____ Begin Date (mm/yy)	_____ End Date (mm/yy)
_____ Address	_____ City/State/Zip	
_____ Title (e.g. partner, associate or other)	_____ Immediate Supervisor	

- c)

_____ Firm or Employer	_____ Begin Date (mm/yy)	_____ End Date (mm/yy)
_____ Address	_____ City/State/Zip	
_____ Title (e.g. partner, associate or other)	_____ Immediate Supervisor	

IV. Substantial Involvement – Waiver

A. Waiver for Judges, Magistrates, Supervisors, Directors, Law Professors, and Policy Advocates

The requirements of Section V are waived for any person who has served as a Judge, Magistrate, Attorney Supervisor or Director, Law Professor, or Policy Advocate for three years at any time during the last five years. If you qualify for this waiver, you will be asked to provide information about positions held, dates, names and contact information for courts, schools, offices, work loads, case loads, and your supervisors. You may then skip section V.

- I am applying for a Substantial Involvement Waiver – detailed information on the work performed is required after your application has been submitted.**

V. Substantial Involvement

- A. Applicant has been engaged in the actual practice of law on a full time basis for the last 3 years.

Yes No

- B. Applicant has spent at least thirty (30) percent of his or her normal full-time practice in child welfare related legal matters during the three (3) years preceding the filing of the application.

Yes No

- C. Evidence of Substantial Involvement – Evidence of substantial involvement *may* be shown by the following activity over the three (3) year period preceding application. (The following list contains *sample* criteria for substantial involvement. Although applicants meeting each of these criteria would clearly satisfy this requirement, applicants are not required to meet all of these criteria. Additionally, applicants may submit other activities as evidence of substantial involvement.) Check all that apply:

Participation in 45 child welfare matters during the three years preceding the filing of the application.

Direct or cross examination of 25 lay witnesses.

Direct or cross examination of 10 expert witnesses.

Referral of 25 child welfare matters to collateral systems, such as the education system, mental health system, criminal, immigration, or other system, which demonstrates applicant's knowledge of and appreciation for representing the whole client.

Making 25 visits to the community, such as a home visit to a client, foster parent, family resource, the case address, field office, or scene of the crime.

Consultation with a non-legal expert on some aspect of child welfare, child development, or medical or related issues in 10 cases.

Consultation with a non-legal professional on some aspect related to the representation of the client's interests in 20 cases.

Collection of relevant information from outside sources in 45 child welfare matters.

Participation in 10 negotiated settlements.

Participation in 5 appellate or writ matters.

VI. Continuing Legal Education

The applicant must demonstrate substantial participation in continuing legal education relevant to child welfare law in the three-year period immediately preceding application. Topics deemed relevant to child welfare law include but are not limited to substantive and procedural law, trial practice, alternative dispute resolution, child abuse and neglect, child development, and family dynamics and relationships:

A separate CLE History form will be available online.

For Non-California Applicants Only:

- A. By attendance at not less than thirty-six (36) hours in programs of continuing legal education, including in-house staff trainings, acceptable to the NACC Certification Committee. The number of CLE credit hours will be calculated using the method adopted by the state of the Applicant's admission. (Pre-approval of trainings with the NACC is not required); and / or
- B. By equivalent participation through, but not limited to, the following means, acceptable to the NACC Certification Committee (Pre-approval not required):
 - 1. Teaching courses or seminars in child welfare law;
 - 2. Participation as panelist, speaker, or workshop leader, at educational or professional conferences in child welfare law;
 - 3. Authorship of books or of articles published in professional journals in *child welfare law*.

For California Applicants Only:

- A. By attendance at not less than forty-five (45) hours in programs of continuing legal education, including in-house staff trainings, acceptable to the NACC Certification Committee. The number of CLE credit hours will be calculated using the method adopted by the state of the Applicant's admission. (Pre-approval of trainings with the NACC is not required); and / or
- B. Applicants may obtain no more than one-half of the required 45 hours by equivalent participation through, but not limited to, the following means, acceptable to the NACC Certification Committee (Pre-Approval not required):
 - 1. Teaching courses or seminars in child welfare law;
 - 2. Participation as panelist, speaker, or workshop leader, at educational or professional conferences in child welfare law;
 - 3. Authorship of books or of articles published in professional journals in child welfare law;
 - 4. Conducting in-house training

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VII. Peer Review / References

- A. Provide 8 (6 attorneys, 2 judges) references familiar with the applicant’s child welfare law practice who may be contacted by NACC and who can attest to the applicant’s competence. A reference from an individual who has served as opposing counsel is encouraged. References may not be provided by persons related to the applicant or by those who are engaged in the legal practice with the applicant.

Please notify your listed references to that NACC may be contacting them.

Six (6) attorneys who are familiar with applicant’s child welfare law practice:

1. _____
Name

Firm / Agency Title

Email

2. _____
Name

Firm / Agency Title

Email

3. _____
Name

Firm / Agency Title

Email

4. _____
Name

Firm / Agency Title

Email

5. _____
Name

Firm / Agency Title

Email

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6. _____
Name

Firm / Agency Title

Email

Two (2) judges / magistrates familiar with the applicant's child welfare law practice:

1. _____
Name

Court

Address City/State/Zip

Email or Clerk's Email Recommended

2. _____
Name

Court

Address City/State/Zip

Email or Clerk's Email Recommended

VIII. Writing Sample

Applicant shall submit a copy of a trial court memorandum, appellate brief or writing sample demonstrating legal analysis in the field of child welfare law. This should be a substantial memorandum or brief, stating facts and arguing law, written no more than three (3) years prior to the date of application.

IX. Examination

I understand that the final requirement for Certification is passage of the NACC Child Welfare Law Certification Examination. I agree to sit for the exam within two years of the date this application for certification.

X. Covenants and Representations

- A. I have read the NACC Certification Standards, and I certify that I am fully qualified for certification and I know of no reason why I am not entitled to certification.
- B. I agree that I shall surrender any specialization certificate held by me upon revocation by NACC, resignation or failure for any reason to recertify. I agree that in the event my certification is suspended or revoked or I am not recertified, I shall cease to hold myself out in any way as certified by NACC and will remove my certificate from public display.
- C. I agree to supply all relevant documents, records, or other information that may be requested from me in the investigation of this application.
- D. In making and filing this application, I authorize all persons, firms, officers, corporations, associations, educational institutions, organizations, state or federal agencies and instrumentalities (including bar associations, bar examiners, and boards of professional responsibility), employers, references, business and professional associates (past and present) to furnish to NACC, or any of its authorized representatives, all relevant documents, records or other information that may be requested in the investigation of this application, specifically including the records of grievances in possession of a grievance committee or any bar association. I specifically waive any right to review any confidential statement of reference or other evaluations and references made to NACC.
- E. I release, discharge and exonerate NACC, its officers, directors, staff, agents, employees and representatives, and any person furnishing information or evaluations to NACC, from any and all liability of every nature and kind arising from the investigation and evaluation of my application or my continuing satisfaction of the standards for certification. I agree to defend or pay the costs of defense, at the discretion of NACC, for any suit or claim initiated, and to indemnify NACC for any judgment or settlement ordered or paid as a result of any legal action arising from my application or from my certification by NACC.
- F. I agree to be bound by the rules and regulations of the NACC Board of Directors as they may be modified from time to time and agree that the laws of the State of Colorado (excluding choice of law rules) shall govern both this application and any dispute between me and the Board, its officers, directors, employees, or volunteers and I agree to pay all fees required by NACC as due. I further agree that the State and Federal Courts of Colorado shall have exclusive jurisdiction over any controversy, claim, dispute or legal action arising from my application, my certification by NACC, or any actions that may be taken by NACC, its officers, directors, employees or volunteers.
- G. I hereby certify that I have reviewed each part of my application carefully and made each statement and representation therein, and answered each question therein, fully and frankly and without concealment or reservation. Such questions and answers are within my personal knowledge, true and complete.
- H. I certify that I participated in juvenile law matters as indicated in Section V of this application or will be providing a Substantial Involvement Waiver pursuant to Section IV.

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- I. I certify that I attended the continuing legal education seminars listed in CLE History and/or its attachments and supplements.
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I, _____, do hereby state that (i) I have read and prepared the foregoing Application for Certification, and have made or approved all statements, representations and covenants therein or in connection therewith and have answered each question therein fully and frankly and without concealment or reservation, and such answers are true and complete; (ii) I understand that NACC will rely upon such statements, representations and answers in making its decision regarding my certification; (iii) I will read all other materials submitted to me from NACC at any time, (iv) I will make each statement and representation and answer each question contained in all of the materials submitted at any time fully and frankly and without concealment or reservation, and such statements, representations and answers will be within my personal knowledge and will be true and complete; and (v) I agree to be bound by the Application, all statements, representations and covenants therein, all related materials, the NACC Certification Standards.

Type Applicant's Name

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Applicant No. _____

QIC Application Fee Waiver

I hereby apply for the QIC Child Rep Fee Waiver. I attest that I am an attorney in Good Standing and to the best of my knowledge I meet the basic Certification Requirements of Substantial Involvement and Experience as outlined in Section 2 of NACC Certification Standards. I have submitted herein a complete Certification Application. If eligible, I agree to sit for the Certification Examination. I understand that I will be responsible for the \$350 Examination Fee upon acceptance of my Certification Application.

Type Applicant's Name