

Rule 15-414. Certificate of compliance; filing, late, and reinstatement fees; suspension; reinstatement.

1 (a) Certificate of compliance. On or before July 31 of alternate years, each Licensed
2 Paralegal Practitioner subject to MCLE requirements must file a Certificate of Compliance with
3 the Board, appropriately evidencing the Licensed Paralegal Practitioner's completion of
4 Accredited CLE courses or activities ending the preceding 30th day of June. The Certificate of
5 Compliance must include the title of programs or the audio or video presentation, computer
6 interactive webcast, telephonic program attended, viewed or listened to; the sponsoring entity;
7 the number of hours in actual attendance at each program or the number of hours of such audio
8 or video presentation; and other information as the Board requires.

9 (b) Filing fees, late fees and reinstatement fees.

10 (b)(1) Each Licensed Paralegal Practitioner shall pay a filing fee in the amount of \$15 at the
11 time of filing the Certificate of Compliance under paragraph (a).

12 (b)(2) Any Licensed Paralegal Practitioner who fails to complete the MCLE requirement by
13 the June 30 deadline, or fails to file by the July 31 deadline will be assessed a \$100 late fee.

14 (b)(3) Licensed Paralegal Practitioners who fail to comply with the MCLE requirements but
15 who file within a reasonable time, as determined by the Board and who are subject to an
16 administrative suspension pursuant to Rule 15-415 will be assessed, in addition to the late fee, a
17 \$200 reinstatement fee and a \$500 fee if the failure to comply is a repeat violation within the past
18 5 years.

19 (c) Maintaining proof of compliance. Each Licensed Paralegal Practitioner will maintain
20 proof to substantiate the information provided on the filed Certificate of Compliance. The proof
21 may contain, but is not limited to, certificates of completion or attendance from sponsors,
22 certificates from course leaders, or materials related to credit. The Licensed Paralegal
23 Practitioner must retain this proof for a period of four years from the end of the period for which
24 the Certificate of Compliance is filed. Proof must be submitted to the Board upon written
25 request.

26 (d) Failure to provide proof of compliance; rebuttable presumption. Failure by the Licensed
27 Paralegal Practitioner to produce proof of compliance within 15 days after written request by the
28 Board constitutes a rebuttable presumption that the Licensed Paralegal Practitioner has not
29 complied with the MCLE requirements for the applicable time period.

30 (e) Verification period. The Board may, at any time within four years after the Certificate of
31 Compliance has been filed, commence verification proceedings to determine a Licensed
32 Paralegal Practitioner's compliance with this article.

Effective November 1, 2018