

ONLINE REAL ESTATE PARALEGAL LEGAL ASSISTANT CERTIFICATE PROGRAM

**Western NY School of Real Estate
(716) 633-9009**

Mission Statement

The mission of the Western NY School of Real Estate is to provide an environment which maximizes the benefits of a general State approved curriculum for new and mid-career changing professionals at an affordable price which is also easily accessible.

We offer high quality value-based instruction based on sound principles and real-world experiences. Our ultimate goal is to ensure that all participants add value to their career development and their subsequent sponsoring organizations.

Introduction

There is a critical shortage of qualified legal assistants and paralegals. This has been routinely documented in national business journals from across the country. As the field of law continues to expand, this need will continue to grow.

Background of the School

We are a nonsectarian, coeducational and independent NYS Accredited Real Estate School and our courses are accredited by the State of New York. We hold associate membership in the prestigious National Association of Legal Assistants (NALA) and our program educational requirements follow the recommendations of the National Federation of Paralegal Associations (NFPA), the oldest and largest national organization representing paralegals.

Our on-line certification program provides high-quality, evenly paced instruction structured to minimize impact on career and family life. Quality concepts are woven into the content of many sessions, allowing the latest research and technological findings to be easily incorporated.

The methods we advance give our graduates the confidence and skills needed to set the pace and chart their direction for success in this career.

General Education Requirements

Extensive experience in grammar and composition is very important to the legal assistant/paralegal. As such, a foundational emphasis of the program requires completion of the Liberal Arts Core Course which encompasses: English composition & grammar, logic & philosophy, speech/communication, basic math, political science/history and humanities including Philosophy. This portion of the program can be waived if the student has an Associates level degree or higher upon written request to the Educational Coordinator.

Legal Specialty Requirements

The following curriculum encompasses the legal specialty portion of the program: legal research & writing, litigation and civil procedure, covenants, surveys and easements, business and corporate law, wills, trusts and estate planning, family law, torts, contracts, legal analysis, New York Laws as they pertain to real estate and ethics for paralegals.

Prerequisites for the Program

All students must have completed a New York State approved Real Estate Salesperson Licensing course and NYS Broker Qualifying course prior to formal admission to the program. These courses cover the main core of New York Real Property laws and are the only "in-class" portions of the program required.

Applicants must have completed high school or a NYS recognized G.E.D. equivalency program. Copies of all official transcripts are required for matriculation into

the program. Students who wish to pursue courses individually will be limited to 5 courses and the ala-carte price of each may be deducted from the entire package price paid of \$2,200 once matriculation



occurs. Core paralegal courses cannot be taken without being matriculated in the program.

Your Tuition Includes

Your tuition includes all text books, study cassettes, personal on-line mentor, test fees, apprenticeship program, our postage to you, certificates and most other fees associated with the program. There is no application fee required.

Final exam fees are also included for the initial taking of the comprehensive program examination. There is a re-take fee of \$50 after the first time. There is no tuition adjustment for those students who did complete the prerequisites noted above (in other words, you may take our NYS Salesperson or Broker programs if you choose, or finish your Paralegal Training Program sooner if you qualify for a waiver).

Sequence of the Program

The process begins with the student requesting an application for admission and submission of official transcripts to the Educational Coordinator. After provisional acceptance into the program, the NYS Salesperson & Broker programs must be completed or a waiver requested if already completed. After this, the Liberal Arts Core Course must be completed or a waiver must be submitted based on the applicant's prior formal education as noted earlier.

Formal Acceptance into the Program

Once the student completes these steps, they move from provisional acceptance into the program to formal acceptance (matriculation) and then may pursue the Legal Specialty courses. After completion of all education components, the student takes part in a 30 day apprenticeship program arranged by the School.

Frequently Asked Questions

What is a Paralegal?

Paralegals are also known as and referred to as "legal assistants" in the industry. While they perform many of the functions of an attorney such as preparing briefs, performing key research, assisting at trials & closings and drafting various agreements - they cannot give legal advice or present cases in a court of law.

What are the typical functions of a Legal Assistant?

In general, the smaller the organization, the wider the variety of tasks (and the converse is true in larger firms). Duties may include: preparation of preliminary contracts, assistance in the preparation of legal arguments, preparation and assembling documents for closing, assistance in filing for and preparing annual reports, maintenance & updating of corporate regulations, preparation for hearings, trials and corporation meetings. This is not an exhaustive list.

How many people are currently in the field?

Based on data available from various membership organizations, over 35,000 people work in the professional capacity while thousands more work as secretaries or administrative assistants doing much of the same work.

Is formal training really necessary - can't I just learn on the job?

The ability to get your foot in the door with the credentials of having completed a certification program puts you at an immediate advantage. Law firms do not often want to train people from the ground

up as time is money and in many organizations, staffing levels are limited for in-house training. There is simply not much room for accommodating someone with no education or limited experience in the field.

You indicated that an "apprenticeship" program is part of the program - how does this work?

We believe your chances of success are greater if you can show real world experience on your resume. As such, this is a mandatory part of the program. You may apprentice in a large corporate law firm, title company, bank headquarters, settlement office, Volunteer Lawyer office (or similar non-profit entities) and small law firms in order to complete the final section of the program. You will not be paid as this is part of the educational agreement.

When the apprenticeship is completed, you will have a letter of recommendation available for your personal files and to use when pursuing a job after graduation.

Is the training specific to New York only?

The New York law portions are the only sections that are state specific. In general, graduates can take their skills and work anywhere in the country. While some specifics vary from State to State, many general concepts and laws are similar when comparing one State to another.

Are tests required throughout the program?

Online courses require completion of questions as you progress through the various sections. Your work with the printed materials & texts will generally require essay type answers to further build on your composition and English skills.

Your successful completion of the final comprehensive examination with a grade of 70% or higher is what determines whether or not you are awarded your Certificate as a Paralegal/Legal Assistant.

How long will it take me to complete the program?

Some students finish in as little as 6 months with most taking closer to 10-12 months. The program runs year-

round in each of the semesters: Spring, Summer, Winter & Fall.

Am I guaranteed a job upon completion?

We do not guarantee graduates a job upon completion as there are too many individual factors that can impact whether or not you are a suitable candidate for every opening. We will, however, do our best to assist you in many conventional ways.

How much can I make as a Paralegal and will I only qualify to work in real estate specific firms?

Based on statistics from national organizations, trained paralegals and legal assistants earn a median pay of \$35,000 per year after one year of satisfactory work experience.

Your educational experience at the WNY School of Real Estate will provide you with a "major" in real estate, however, you will not be limited to real estate only and your final certificate will say "Paralegal / Legal Assistant Program".

Why should I consider your on-line training program over the others available?

You will find our program cost to be one of the lowest of any State accredited school's nationwide and our program is one of the most comprehensive based on significant research of competing educational organizations. We also have one of the most liberal time limits allowed (6 years to complete the entire program). Which can be quite helpful if family or personal circumstances arise that need your immediate attention.

**FOR MORE INFORMATION, CONTACT:
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