



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. Please **type or print neatly** all required information on this application. The application fee and exam fee are non-refundable.

FEES

Application Fee – Due at time of application: \$300
Exam Fee – Due once deemed eligible to sit for exam: \$300

I. GENERAL INFORMATION

Last _____ First _____ Middle _____

Degree _____ Last 4 Digits of Social Security Number _____

Firm / Agency _____

Title _____

Office Address (no P.O. boxes) _____

City _____ State _____ Zip _____

Office Phone (_____) _____ Fax (_____) _____

E-mail (Required) _____

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

Secondary Contact Address _____

City _____ State _____ Zip _____

Home / Cell Phone (_____) _____ Date of Birth _____

Race (Optional) _____ Ethnicity (Optional) _____

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

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Role – Check all that apply:

___ Agency Attorney

___ Respondent Parent Attorney

___ Child's Attorney

 ___ serving as a traditional client-directed attorney

 ___ serving as guardian *ad litem* / law guardian / attorney *ad litem*

 ___ other: _____

___ 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.*

State

Bar Registration #

Date of Licensure

_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Certification

- List any legal certifications you have previously obtained.*

Certifying Entity

Specialty

Date of Certification

_____	_____	_____
_____	_____	_____

- If you have been denied certification by any certifying entity, please list the certifying entity, type of certification, dates, and reasons given for denial.*

Certifying Entity: _____

Specialty: _____

Date of Certification: _____

Reason for Denial: _____

* Attach additional pages if necessary

C. 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

D. Grievance Matters

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 as an attachment to this application.

_____ 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 as an attachment to this application.

_____ Yes _____ No

Have you been convicted, given probation or fined for a felony crime? If yes, give full details and attach all relevant documentation on an attachment to this application. 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

E. Verification of Disciplinary History

A component of the application for certification/recertification requires that you must request a report on your disciplinary history from the state/local bar or grievance committee of *all* jurisdictions for which you hold or have held a license. The report should include any disciplinary complaints, whether pending or resolved, and their resolution.

Please use the letter that appears as Exhibit A of this application as a template and request that your state/local bar(s) or appropriate entity send such documentation to the NACC. A copy of the letter(s) you sent to your state/local bar or grievance committee must be included with this application upon submission to the NACC.

EXHIBIT A – Attach copies of letters sent to Bar Associations or Grievance Committees

***NOTE: Failure to enclose all required documentation respecting the above will delay processing of this application.**

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, please provide information about positions held, dates, names and contact information for courts, schools, offices, work loads, case loads, and your supervisors. Provide detailed information of the nature of the work performed and label the attachment Exhibit C. You may then skip section V.

- EXHIBIT C – I am applying for a Waiver – Attach detailed information of the work performed.**

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.

- EXHIBIT D – Attach additional or other evidence of substantial involvement (optional).**

In addition to or in lieu of the forgoing evidence of substantial involvement, you may describe other activity which may be deemed adequate. Participation in special education advocacy, child benefits, criminal child abuse, domestic violence, adoption / guardianship, juvenile delinquency, and divorce and custody matters will be considered. Describe the evidence in detail.

- D. Verification. Applicants are required to verify by sworn statement under penalty of perjury that the evidence of substantial involvement indicated is true and accurate. (See p. 10, Letter H.)

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. 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.

- EXHIBIT E – Complete the CLE form on Pages 12-13 of the application**

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VII. Peer Review / References

- A. Name no less than 5 (4 attorneys, 1 judge) and no more than 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 advise them that the NACC will be contacting them. NACC will randomly select responses from four (4) attorneys and one (1) judge from the references you provide to obtain the necessary references.

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

1. _____ (_____) _____
Name Office Telephone

_____ Title
Firm / Agency

_____ City/State/Zip
Address

_____ Email

2. _____ (_____) _____
Name Office Telephone

_____ Title
Firm / Agency

_____ City/State/Zip
Address

_____ Email

3. _____ (_____) _____
Name Office Telephone

_____ Title
Firm / Agency

_____ City/State/Zip
Address

_____ Email

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4. _____ (_____) _____
Name Office Telephone

_____ Title
Firm / Agency

_____ City/State/Zip
Address

_____ Email

5. _____ (_____) _____
Name Office Telephone

_____ Title
Firm / Agency

_____ City/State/Zip
Address

_____ Email

6. _____ (_____) _____
Name Office Telephone

_____ Title
Firm / Agency

_____ City/State/Zip
Address

_____ Email

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

1. _____ (_____) _____
Name Office Telephone

_____ Court

_____ City/State/Zip
Address

_____ Email

2. _____ (_____) _____
Name Office Telephone

_____ Court

_____ City/State/Zip
Address

_____ Email

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, submitted no more than three (3) years prior to the date of application.

- EXHIBIT F– Attach Writing Sample**

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

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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 substantially participated in the juvenile law matters pursuant to Section V of this application or provided in Exhibit C.
 - I. I certify that I attended the continuing legal education seminars listed in Exhibit E and/or its attachments and supplements.
-

STATE OF _____ COUNTY OF _____

I, _____, being duly sworn, do hereby state under penalty of perjury that (i) I have read and prepared the foregoing Application for Certification and attached Appendices, 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.

Applicant's Signature

SUBSCRIBED AND SWORN TO before me, on this the _____ day of _____, 20_____.

Notary Public _____
Printed Name of Notary: _____
Commission Expiration _____

Application Checklist

Please make sure that the following items are completed / included:

- The Application – Notarized and Dated
- Exhibit “A”: Copies of letter(s) sent to state/local bar(s) requesting documentation of Grievance History and Good Standing
- Exhibit “B”: Resume or CV
- Exhibit “C”: Waiver
- Exhibit “D”: Additional or Other Evidence of Substantial Involvement
- Exhibit “E”: List of Continuing Legal Education (NACC form – Pages 12-13)
- Exhibit “F”: Writing Sample
- Additional Pages

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Exhibit E

Applicant's Name _____

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 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. By attendance at not less than thirty-six hours in programs of continuing legal education, including in-house staff trainings, acceptable to the NACC Certification Committee. 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.

Title of program, course, or work: _____

Sponsor (no abbreviations please): _____

Date(s) presented or published: _____

Hours of attendance, teaching and / or preparation: _____

If participation other than CLE attendance, describe: _____

Title of program, course, or work: _____

Sponsor (no abbreviations please): _____

Date(s) presented or published: _____

Hours of attendance, teaching and / or preparation: _____

If participation other than CLE attendance, describe: _____

Title of program, course, or work: _____

Sponsor (no abbreviations please): _____

Date(s) presented or published: _____

Hours of attendance, teaching and / or preparation: _____

If participation other than CLE attendance, describe: _____

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Title of program, course, or work: _____

Sponsor (no abbreviations please): _____

Date(s) presented or published: _____

Hours of attendance, teaching and / or preparation: _____

If participation other than CLE attendance, describe: _____

Title of program, course, or work: _____

Sponsor (no abbreviations please): _____

Date(s) presented or published: _____

Hours of attendance, teaching and / or preparation: _____

If participation other than CLE attendance, describe: _____

Title of program, course, or work: _____

Sponsor (no abbreviations please): _____

Date(s) presented or published: _____

Hours of attendance, teaching and / or preparation: _____

If participation other than CLE attendance, describe: _____

Title of program, course, or work: _____

Sponsor (no abbreviations please): _____

Date(s) presented or published: _____

Hours of attendance, teaching and / or preparation: _____

If participation other than CLE attendance, describe: _____

Title of program, course, or work: _____

Sponsor (no abbreviations please): _____

Date(s) presented or published: _____

Hours of attendance, teaching and / or preparation: _____

If participation other than CLE attendance, describe: _____

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Exhibit A – Template

(Address of Governing Body)

Re: NACC Child Welfare Law Attorney Certification Application
Certificate of Good Standing / Disciplinary History

Please forward my public and private disciplinary history and current status to:

National Association of Counsel for Children
Child Welfare Law Certification Committee
13123 East 16th Avenue, B390
Aurora, CO 80045

Please indicate that I am a member of the state bar in good standing and provide my disciplinary history or lack thereof.

I hereby waive my right to confidentiality and request that this information be released to the National Association of Counsel for Children.

Name (Please Print)

Date

Signature

Attorney Registration Number