



Skilled and Technical Sciences

**Law, Public Safety,
Corrections, & Security
Cluster Standards**

Delaware Department of Education (DE DOE)
 Skilled and Technical Sciences Standards
 for
Legal Administrative Assistant/Secretary

Additional Teacher Requirements: Work experience and education that meets DE DOE certification requirements for Skilled and Technical Sciences teacher
<http://regulations.delaware.gov/AdminCode/title14/1500> plus:

Pre-requisite Certification:

1. National Association of Legal Assistants (NALA) Certified Legal Assistant Certification www.nala.org; OR
2. National Association of Legal Secretaries (NALS) PLS Certification www.nals.org.

NALA Certified Legal Assistant Certification is equal to three Career-Related credits. NALS PLS Certification is equal to three Career-Related credits.

Legal Administrative Assistant/Secretary Pathway					
509 CIP#	Classification of Instructional Programs (CIP) Name	Skill Level	Credits	Standard	End of Pathway Assessment
22.030121	Legal Administrative Assistant/Secretary I	Foundational Skills	Minimum of 2	<i>Basic Manual for the Lawyer's Assistant</i> www.west.thomson.com <i>Gregg Reference Manual</i> www.mcgraw-hill.com	NALS ALS Examination www.nals.org Diana Price, NALS Certification Manager price@NALS.org
22.030122	Legal Administrative Assistant/Secretary II	Intermediate Skills	Minimum of 2		
22.030123	Legal Administrative Assistant/Secretary III	Employment-entry Skills, Cooperative Employment Opportunities, and Exam Preparation	Minimum of 2		

Standards Subcommittee Members:

Mr. Nicholas Buono, Howard H.S. of Technology
 Mrs. Christine Shaub, Howard H.S. of Technology
 Dr. Dale Derrickson, DE DOE