

**AMERICAN BAR ASSOCIATION****Standing Committee on  
Paralegals**321 North Clark Street  
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[www.americanbar.org](http://www.americanbar.org)[www.abaparalegals.org](http://www.abaparalegals.org)**STANDING COMMITTEE**

August 14, 2018

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Skyline College  
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San Bruno, CA 94066

Dear Mr. Raskin:

I am pleased to inform you that in August 2018, the House of Delegates of the American Bar Association, acting on the recommendation of the Standing Committee on Paralegals, granted approval to the Paralegal Studies Program at Skyline College.

As you may know, the term of approval is for a period of seven years, beginning August 2018 and ending August 2025.

The next report to be submitted to the ABA will be the Interim Report, which is due during the third year of the program's approval; the report will be due on **September 15, 2021**. Once again, the Interim Report will be submitted using the new electronic reporting system which you used to submit your application for reapproval. You will receive a reminder message concerning the deadline for submission of the Interim Report about six months before it is due.

Following the interim report, the application of the program for reapproval, including a self-evaluation report, supporting documents, and fees, must be filed no later than **December 15, 2024**. Failure to submit the application for reapproval and the accompanying fee will result in the assessment of a \$250.00 late fee. Your institution will receive an invoice for the reapproval fee. You will again use the electronic reporting system to submit the application for reapproval.

In addition to meeting the reporting requirements and remaining in compliance, approved programs must pay an annual fee, which will be billed in February and is due by May 1 each year. Current information about the fee schedule is available on our website.

Should any major changes be made to your program between reports, please report such changes to the ABA by submitting a substantive change reporting form through the electronic reporting system. Guideline G-104.M of the ABA *Guidelines for the Approval of Paralegal Education Programs*, lists the major changes that must be reported. Also, please note G-501.A, which outlines the

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restrictions on advertising ABA approval and references to ABA approval in program literature. As required, please use the words “approval” or “approved” in describing your status; please refrain from using the ABA logo and from citing the language of the site team report in advertisements, brochures, and other promotional literature.

Once again, congratulations on your ABA approval, and thank you for your support of the ABA Approval process. If you find that you have any questions, please do not hesitate to contact Jessica Watson, Approval Process Manager, at [Jessica.Watson@americanbar.org](mailto:Jessica.Watson@americanbar.org) or 312-988-5757.

Congratulations and best wishes for continued success with your program.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Jennison', with a long horizontal flourish extending to the right.

Christopher Jennison, Chair  
ABA Standing Committee on Paralegals