

## Course Description

What is the CFLA certification? (Certified Florida Legal Assistant)

In 1980, the Paralegal Association of Florida, Inc. (PAF, Inc) established its Certification Program to complement the National Association of Legal Assistants' CLA program. Its purpose was to provide a standard for measurement of advanced skills and knowledge in Florida law of those persons who have already achieved the national CLA certification.

The University of Central Florida and PAF, Inc. have formed a partnership in order to deliver a comprehensive, in-depth study session just prior to the administration of the CFLA Examination. Experts in Florida law will deliver up-to-date information through the 8-hour continuing education program.

Participants may also utilize the course for CLAE credits and will not be required to take the CFLA examination.

## CFLA Examination

The CFLA examination\* is administered through the Certifying Board of PAF, Inc. in partnership with the UCF study course offering. The CFLA examination is a three-hour, in-depth examination that covers Florida law. The exam consists of multiple choice, true/false and matching questions. The test will have two sections: (1) Ethics, Civil procedure and Florida General Law that includes Florida's Court System, basic criminal law, basic property law, basic estate and probate law, basic family law and basic business law and (2) the additional choice of either real estate, probate law, business law, family law or criminal law.

Participants must have the CLA designation in order to be eligible for the Florida certification. PAF, Inc. will offer the certifying exam at the University of Central Florida (main campus), Health and Public Affairs building, room 111.

Study Guides are available at \$85.00 plus postage, for those signed up for the study course. Contact PAF, Inc. Headquarters at 1-800-433-4352. Contact Patricia Tassinari, CLA, CFLA, Certifying Board Chair, at (850) 681-2401 ext. 157 or e-mail [ptassinari@broadandcassel.com](mailto:ptassinari@broadandcassel.com) for exam application.

\*The CFLA Exam and Study Guide are the exclusive property of PAF, Inc. and UCF acknowledges that it has no ownership interest in the CFLA Study Guide, Exam, or sale of Study Guide.

**Non-Profit Org.  
U.S. Postage PAID  
Permit No. 3575  
Orlando, FL**

**University of Central Florida**  
Division of Continuing Education  
12565 Research Pavillion, Suite 390  
Orlando, Florida 32826



# Certified Florida Legal Assistant Workshop

**November 19, 2005**

**November 20, 2005 - CFLA Exam  
(Optional)**

*Presented by*

**University of Central Florida  
Department of Criminal Justice  
and Legal Studies  
College of Health and Public Affairs  
and  
PAF, Inc.**

**For program Information: 407-882-0260**

**For online registration:**

**Website: <http://www.ce.ucf.edu>**

**Certified Florida Legal Assistant Workshop: Orlando, Florida November 19-20, 2005**

## Speakers

### **Estate Planning/Probate/ Trust Administration**

Speaker: Dr. Robert Kirby, J.D.  
University of Central Florida

### **Dissolution of Marriage**

Speaker: Dr. Margarita Ruiz, J.D.  
University of Central Florida

### **Contract Law & Business Organizations**

Speaker: Dr. Abby Milon, J.D.  
University of Central Florida

### **Florida Court System; Terminology & Test Tips**

Speaker: Dr. Kathy Cook, J.D.  
University of Central Florida

### **Real Estate**

Speaker: Dr. Kathy Cook, J.D.  
University of Central Florida

### **Florida Rules of Civil Procedure**

Speaker: Dr. Abby Milon, J.D.  
University of Central Florida

### **Ethics**

Speaker: Dr. Bob Cherry, J.D.  
University of Central Florida

### **Criminal Law**

Speaker: Dr. Cindy Schmidt, J.D.  
University of Central Florida

## Course Information

### **Dates, Times and Locations**

PAF Workshop

Saturday, November 19, 2005

7:30 a.m. – 5:00 p.m.

Registration begins at 7:30

UCF Health and Public Affairs Building 1  
Room 111 (Main Campus)

PAF Exam (optional)

Sunday, November 20, 2005

8:30 a.m. – 12:30 p.m.

UCF Health and Public Affairs Building 1  
Room 111 (Main Campus)

### **Fees**

PAF Workshop

\$100.00 (PAF, Inc. members)

\$125.00 (non-members)

PAF Exam - Optional

\$100.00 (PAF, Inc. members)

\$125.00 (non-members)

Study Guide

\$85.00

For exam application or study guide please contact Patricia  
Tassinari at (850) 681-2401 ext. 157

### **Hotel Reservations**

(Please contact hotel directly and ask for UCF rate)

Radisson (407) 658-9008

La Quinta Inn (407) 737-6075

Hampton Inn & Suites (407) 282-0029

## **Registration Form** Register online at: [www.ce.ucf.edu](http://www.ce.ucf.edu)

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Organization Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

### **Paralegal Association of Florida** (Registration Code: ?)

Fee: Workshop  
--- \$100.00 (PAF, Inc. Members)  
--- \$125.00 (Non-Members)  
Fee: PAF Exam  
--- \$100.00 (PAF, Inc. Members)  
--- \$125.00 (Non-Members)

### **Payment Information:**

Please Complete this registration information form:

\_\_\_ Payment enclosed. Make checks payable to  
University of Central Florida (please include name,  
address, and SS# on check)

\_\_\_ Purchase Order# \_\_\_\_\_

\_\_\_ Charge: Visa/Mastercard

Card Number: \_\_\_\_\_

Expires: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please Fax: (407) 882-0244; or MAIL:**  
**University of Central Florida**  
**Division of Continuing Education**  
**12565 Research Parkway, Suite 390**  
**Orlando, FL 32826**

### **Refund Policy:**

If you need to cancel your registration, a written request must be received by our Business office no later than five (5) business days prior to beginning of the course. The request must include the company FEID number or your social security number. An administrative charge will be deducted. Refund requests received after deadline will not be honored. A substitute may attend the course in your place. If you do not attend the course and do not submit a refund request, the University will retain all fees.