

## LP Portfolio and Work Product Requirements

In accordance with Rules for Licensing Paralegals (RLP) 6.1, applicants must submit a portfolio that establishes their learning, knowledge, and ability:

- (a) The portfolio shall demonstrate competent levels in the qualities, skills, learning, and abilities set out in RLP 5.4 and 5.5.
- (b) The portfolio materials should, at a minimum, include a significant body of work in the area of law in which an applicant is seeking Endorsement. Additionally, the portfolio should demonstrate a firm understanding of the types of work that are both within and outside the applicant's Scope of Practice<sup>1</sup>, and an understanding of when a LP must refer a client to a qualified lawyer.
- (c) The Committee shall review an applicant's portfolio and determine whether the applicant meets the standards and requirements set out in section 5 of the LP rules. If the portfolio provides insufficient materials to assess whether an applicant meets the standards or requirements set out in section 5, the Committee shall request additional materials from the applicant addressing those specific missing standards or requirements.

The LP Assessment Committee (LPAC) was charged with setting the criteria for artifacts or documents that may be included in a portfolio; recommending the composition of subject matters for a portfolio; identifying the types of documents that will demonstrate an applicant's learning and abilities in the relevant subject matter; and other limitations or requirements needed for an efficient review by graders. The LPAC left further refining of requirements to the Admissions Department and the Committee of Paralegal Assessors (CoPA).

Based on the recommendations of LPAC, the following Portfolio requirements must be adhered to:

- Applicants must submit 12 separate items from their work product that were created or developed within the 3 years immediately preceding the date of their application.
- Each item should be no less than 500 words and no more than 5,000 words. The total word count for all 12 items should not exceed 30,000 words. The reason for this limitation is to emphasize to applicants that the graders will give merit points for brevity.
- Applicants must submit a cover form with each item that identifies the Category of Core Competency for which the item is submitted (see chart below), and describes the item's purpose or goal and context in which it was drafted.

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<sup>1</sup> Scope of Practice is a defined term in the RLP 1.1(w) and is referenced regularly throughout the RLP.

- Purposes or goals may have been set by their supervising attorney or their client.
- The context should come from the facts or events that led up to the drafting of the document.
- The portfolio must contain 12 documents or artifacts in the following Category of Core Competencies:

Category of Core Competency	Items Needed
Document Production, Negotiation, & Litigation	4
Client Communication	2
Professional Responsibility	2
Legal Writing	1
Research	1
Technology	1
Office Management & Business Practices	1

- To ensure the correct item count shown above, applicants must submit 12 separate document or artifacts with each document or artifact representing one Category of Core Competency.
- There will be an opportunity for applicants to correct errant submissions that do not meet minimum competency or other portfolio requirements. Oregon State Bar staff will notify applicants if a document or artifact is deficient. Applicants will have 30 days from the date of notice in which to cure the deficient document(s) or artifact(s); however, applicants may not submit more than three attempts at curing the deficiencies of any document. Applicants who fail to cure the deficient document(s) or artifact(s) within 30 days or three attempts shall fail the Portfolio Exam.
- For more information and examples on materials that can be used to compile your Portfolio, please see Exhibit 3 and Exhibit 4 of the [Report From the Licensed Paralegal Assessment Committee of the Oregon State Bar](#).

Applicants must submit their completed portfolio at the same time as their application.