

## **New Process for Law Student Certification**

The State Bar has a new process for receiving applications to certify law students to engage in limited, supervised practice under the Rules Governing the Practical Training of Law Students (27 N.C. Admin. Code 1C.0200 et seq.). Generally, the changes require a) all applications to be submitted online (see below), and b) all required forms to be submitted at the same time as the application for certification. The State Bar will no longer receive individual components of an application or contact individuals to acquire any missing components of an application.

There will be a process for individual student applications as well as a process for bulk submission of multiple student applications, described as follows:

1. Individual applicants can apply for certification using the following link: [Individual Law Student Certification Online Application](#). Applications must provide all required forms (e.g., the student's form, the supervising attorney's form, and the law school representative's form) at the time of submitting the application. Applications that do not contain all required forms will not be processed. Instructions on the individual application process and the relevant forms can be found on [the State Bar's website](#).
2. Offices/entities that desire to submit multiple student applications at once (e.g., a law school clinic) must use the Bulk Application Spreadsheet, which can be found on [the State Bar's website](#). Additionally, any bulk application must include all required forms to complete each student's application for certification; the required forms should be combined and submitted in a bookmarked PDF that allows for easy identification and review. Applications that do not contain all required forms will not be processed. Instructions on the bulk application process and the relevant forms can be found on [the State Bar's website](#). Bulk application materials must be sent to the State Bar via email at [studentpractice@ncbar.gov](mailto:studentpractice@ncbar.gov).

Applications will be processed as quickly as possible, though delays are expected as we transition to this new process.

Questions regarding the certification process may be sent to [studentpractice@ncbar.gov](mailto:studentpractice@ncbar.gov).