

Instructions for North Carolina State Bar Certification for Law Student Supervised Practice (Bulk Application)

Entities (law school clinics, district attorney offices, Legal Aid, etc.) may submit multiple student names for supervised practice certification through the State Bar using the Bulk Application spreadsheet found on the [Forms | North Carolina State Bar](#). This spreadsheet must be filled out in its entirety.

The bulk application spreadsheet must be accompanied by completed/executed versions of the required forms from the applicant student, the law school in which the student is enrolled, and the supervising attorney(s)/clinic who has agreed to supervise the students' limited practice activities. To do this, upload a PDF file containing all required student applicant forms (using bookmarks within the PDF for organization). The required forms can be found on the [Forms | North Carolina State Bar](#).

***Note:** a single supervising attorney/clinic or law school representative form may be used for multiple students. For example, if six students from the same law school are seeking certification for supervised practice through a district attorney's office where a single attorney is serving as the supervising attorney of those six students, the submission should include:

- Six *individual* student forms, each completed by the students seeking certification;
- A single supervising attorney form listing all six student names seeking certification; and
- A single law school representative form listing all six student names seeking certification.

Please refer to the checklist on the next page to assist you in preparing your bulk application submission.

All students, law schools, and supervising attorneys should review and be familiar with the rules regarding limited practice permitted by supervised law students prior to applying (27 N.C.A.C. 1C.0200 et seq.).

Applications that do not provide all required forms will not be processed.

Submit the completed bulk application spreadsheet and accompanying forms to the State Bar via email (studentpractice@ncbar.gov). When submitting the bulk application, please provide your name, contact information (mailing address, email address, and telephone number), and the name of the entity you are affiliated with (e.g., a law school, a public defender's office, a clinic, etc.).

Contact the State Bar (studentpractice@ncbar.gov) with any questions.

North Carolina State Bar Certification for Law Student Supervised Practice: Bulk Application Checklist

When submitting a bulk application, you will also need to submit three types of forms in addition to the applicant spreadsheet. All required forms can be found on the State Bar website ([Forms | North Carolina State Bar](#)). Complete the spreadsheet and all forms in entirety with all required signatures and submit via email to studentpractice@ncbar.gov.

- ☐ [Bulk Application Spreadsheet](#)
 - This spreadsheet needs to be completed in its entirety by clinics/schools or attorney supervisors only.
 - ☐ [Student Certification Rules of Professional Conduct Form](#)
 - Provide forms completed and signed by *each* applicant to confirm they have read the rules governing the practical training of law students and the Rules of Professional Conduct of the North Carolina State Bar.
 - ☐ [Supervising Attorney Statement Form](#)
 - A single form may be completed by the supervising attorney that lists all students that will be under their supervision.
 - ☐ [Law-School-Representative-2025.pdf](#)
 - A single form may be completed by the law school representative for all students showing authorization of certification from the dean of the law school.
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- All forms must be completed in full and included with the spreadsheet for processing. Any incomplete applications will not be reviewed and will be deleted.
 - Please ensure all dates of supervision and supervising attorney and school representative names on the application match what is provided on the forms.
 - If students need to request an extension for certification, they may contact studentpractice@ncbar.gov with an updated Supervising Attorney Statement Form with the extended supervision period and a new signature from the supervising attorney.
 - Contact studentpractice@ncbar.gov with any questions.