

The New York Immigration Coalition,
Immigrant Concerns Training Institute

Representing Clients During Interviews Before the USCIS

***CLE Credit Available**

Attendance at trainings is limited to staff of NYIC member agencies and the staff of government agencies, BIA-recognized agencies, and 501(c) nonprofit organizations that provide legal services under the direct supervision of an immigration attorney.

Monday, November 19, 2012
10:30 a.m.—1:30 p.m.

Location: The New York Immigration Coalition, 137-139 West 25th Street, 12th Floor, NY 10001 (between 6th & 7th Avenues)

TOPICS COVERED IN SESSION:

This training is intended for people who have a basic understanding of the substantive law concerning adjustment of status, asylum, naturalization, and the Violence Against Women Act (VAWA). This training will provide practical pointers on preparing clients for and representing them during select types of interviews before the United States Citizenship and Immigration Services (USCIS), such as adjustment interviews, asylum interviews, interviews for adjustment of status under the Violence Against Women Act (VAWA), Stokes interviews, and naturalization exams. The training will provide guidance from immigration practitioners with experience representing clients in these types of interviews. This training will be conducted by Abigail Cushing, Esq. of Catholic Charities Community Services of the Archdiocese of New York, Aleksander Milch, Esq. of the Hebrew Immigrant Aid Society (HIAS), and Carmen Maria Rey, Esq. of In Motion, Inc. **CLE Credit: 3 credits in skills. This course provides transitional credit for newly admitted attorneys and non-traditional credit for experienced attorneys.**

Register by 11/15/12 (We no longer accept faxed registrations. Please email your registration form.)

REGISTRATION (please, print):

Name:_____ Organization:_____

Address:_____

Tel.:_____Fax:_____

Email (**Registrants must provide their email address to receive the training materials before training**)

_____ **(All registrations will be confirmed by E-mail. If you do not receive an E-mail confirmation, then you are not registered for the training. To confirm your registration, please E-mail jvidal@thenyic.org.)**

- ☐ I am an attorney admitted to practice in New York State and wish to receive Continuing Legal Education (CLE) credits.
- ☐ I am an attorney admitted to practice in the following state(s) _____ and wish to receive a certificate of attendance for CLE reporting purposes.
- ☐ I am a BIA accredited representative, and I will need a Certificate of Attendance at the end of the training
- ☐ I will require wheelchair access.

Fee structure:

BIA Accredited Representatives & Attorneys of NYIC member agencies**: # of trainings _____ @ $25 per training = $_____
(**The agency must be current in NYIC membership dues to receive the membership rate; otherwise it must pay the nonmember rate.)

Staff of 501(c) NYIC member agencies**: # of trainings _____ @ $30 per training = $_____
(**The agency must be current in NYIC membership dues to receive the membership rate; otherwise it must pay the nonmember rate. There is a fee cap of $100 when four or more staff register under this category.)

Employees of BIA Recognized Agencies and Attorney-supervised 501(c) nonprofit organizations (Not members of the NYIC): # of trainings _____ @ $70 per training = $_____

NYIC Private Attorney Supporter: # of trainings _____ @ $70 per training =$_____

Government employees: # of trainings _____ @ $130 per training = $_____

Non-member Private-sector attorneys: # of trainings _____ @ $155 per training = $_____

Late Registration Fee: # of trainings _____ @ $30 per training = $ _____

IN CASE OF ECONOMIC HARDSHIP, A FEE REDUCTION OR WAIVER MAY BE AVAILABLE UPON REQUEST. PLEASE CALL X. 227 FOR A COPY OF OUR FINANCIAL AID POLICY AND FEE REDUCTION/WAIVER REQUEST FORM.

SPACE IS LIMITED. REGISTRATION AND PAYMENT IN ADVANCE ARE REQUIRED!

Email or mail your registration form with payment (check or money order) in advance to:

The New York Immigration Coalition, Training Institute, 137-139 West 25th Street, 12th Floor, New York, NY 10001

Check or money order payable to *The New York Immigration Coalition.* (Additional bank charges will be added for returned checks.)

IF YOU ARE UNABLE TO ATTEND, PLEASE NOTIFY US IN ADVANCE SO THAT YOUR SEAT CAN BE OFFERED TO SOMEONE ELSE.

If you have any questions, please call Jonathan Vidal at 212-627-2227 x227.

The NYIC has been certified by the New York State CLE Board as an accredited provider of continuing legal education in New York State from May 28, 2010 to May 27, 2013.

REGISTRATION REQUIREMENTS—PLEASE READ CAREFULLY

- All people registering to attend a **CLE** training through a NYIC member agency, other nonprofit organization, government agency, or employee of a private attorney **must submit a letter on the agency or organization's letterhead verifying that the registrant is an employee of the agency or organization *and* authorizing the registrant to attend the training(s). The letter must be signed by the head of the agency or the managing attorney.**
- *Non-member agencies can not participate in ICTI CLE trainings unless the agency is recognized by the BIA or is providing services under the direct supervision of an immigration attorney.*
- *NYIC members* that are not BIA recognized and that are not supervised by an immigration attorney can not attend CLE trainings *unless the head of the member agency provides a written and signed attestation that s/he understands what constitutes the "practice of law" and that the member does not and will not engage in the unauthorized practice of law*. The NYIC can provide a form attestation letter for the head of the member agency to sign. Please contact jvidal@thenyic.org to obtain the attestation form.
- *Non-member agencies* that are not recognized by the BIA but that are providing legal services under the direct supervision of an immigration attorney must provide a letter, from that supervising attorney, stating that the attorney supervises the work of the registrant(s).
- **NYIC member agencies and other 501(c) organizations submitting registrations on behalf of their staff to attend CLE trainings must submit a copy of their IRS 501(c) letter in order to receive the member or nonprofit rates.**
- The NYIC will not knowingly accept registration to attend CLE trainings from any person who provides legal representation without authorization pursuant to 8 CFR Part 292, such as "immigration consultants" and "notaries".
- **Effective January 1, 2008 the "NYIC Private Attorney Supporter" category is an individual membership and not membership for the entire office**. This means that if an attorney in private practice is a NYIC member in the "NYIC Private Attorney Supporter" category, her/his membership extends only to the attorney and not to other attorneys or other support staff in her/his office. Each staff in the office must have a "NYIC Private Attorney Supporter" NYIC membership in order to receive the NYIC-member training discount.
- **Please note: Effective April 1, 2009, there is a new fee category for "NYIC Private Attorney Supporter".** This means that private attorney NYIC supporters will pay a higher fee than the category for "Staff of 501(c) NYIC member agencies".