

1 **Rule 15-414. Certificate of compliance; filing, late, and reinstatement fees;**  
2 **suspension; reinstatement.**

3 (a) Certificate of compliance. On or before July 31 of alternate years, each licensed  
4 paralegal practitioner subject to MCLE requirements must file a Certificate of  
5 Compliance with the Board, appropriately evidencing the licensed paralegal  
6 practitioner's completion of accredited CLE courses or activities ending the preceding  
7 30th day of June. The Certificate of Compliance must include the title of programs or the  
8 audio or video presentation, computer interactive webcast, telephonic program  
9 attended, viewed or listened to; the sponsoring entity; the number of hours in actual  
10 attendance at each program or the number of hours of such audio or video  
11 presentation; and other information as the Board requires.

12 (b) Filing fees, late fees and reinstatement fees.

13 (b)(1) Each licensed paralegal practitioner shall pay a filing fee in the amount of \$15  
14 at the time of filing the Certificate of Compliance under paragraph (a).

15 (b)(2) Any licensed paralegal practitioner who fails to complete the MCLE  
16 requirement by the June 30 deadline, or fails to file by the July 31 deadline will be  
17 assessed a \$100 late fee.

18 (b)(3) Licensed paralegal practitioners who fail to comply with the MCLE  
19 requirements but who file within a reasonable time, as determined by the Board and  
20 who are subject to an administrative suspension pursuant to Rule 14-415 will be  
21 assessed, in addition to the late fee, a \$200 reinstatement fee and a \$500 fee if the  
22 failure to comply is a repeat violation within the past 5 years.

23 (c) Maintaining proof of compliance. Each licensed paralegal practitioner will  
24 maintain proof to substantiate the information provided on the filed Certificate of  
25 Compliance. The proof may contain, but is not limited to, certificates of completion or  
26 attendance from sponsors, certificates from course leaders, or materials related to  
27 credit. The licensed paralegal practitioner must retain this proof for a period of four

28 years from the end of the period for which the Certificate of Compliance is filed. Proof  
29 must be submitted to the Board upon written request.

30 (d) Failure to provide proof of compliance; rebuttable presumption. Failure by the  
31 licensed paralegal practitioner to produce proof of compliance within 15 days after  
32 written request by the Board constitutes a rebuttable presumption that the licensed  
33 paralegal practitioner has not complied with the MCLE requirements for the applicable  
34 time period.

35 (e) Verification period. The Board may, at any time within four years after the Certificate  
36 of Compliance has been filed, commence verification proceedings to determine a  
37 licensed paralegal practitioner's compliance with this article.