The goals of the UCLA Extension Paralegal Training Program are to prepare students:
- To function as ethical, effective, and efficient professional paralegals in law firms, businesses, government, and nonprofit organizations;
- To perform a wide variety of legal work under the supervision of attorneys; and
- To adapt to the changing nature of the legal profession and to the changing needs of the legal community.

The future of the paralegal profession

People will always need lawyers, and lawyers will always need paralegals.

As a growing number of organizations begin to hire more paralegals—from corporate legal departments and insurance companies, to real estate, banks, and even the entertainment industry—there will be an increased demand for qualified candidates.

Paralegals from ABA-approved programs—those with the highest caliber of training—will be in a favored position to benefit from new career opportunities.

What do paralegals do?

Paralegals are an integral part of the legal process and are generally assigned to “perform specifically delegated substantive work for which a lawyer is responsible” by definition. A paralegal is “a person, qualified by education, training, or work experience,” who provides ethical and cost-effective assistance in helping research legal issues; file and organize documents; conduct interviews; gather facts; and monitor pending transactions, potential claims, or lawsuits.

Our program qualifies graduates to hold themselves as paralegals under the California Business & Professions Code §6450. It has been designed specifically to prepare students to perform and adapt successfully in an ever-changing legal environment.

Join us.

The goals of the Paralegal Training Program are:
- To provide candidates with high quality and ABA-approved instruction with an emphasis on substantive and procedural law, legal analysis, and practical paralegal skills from a variety of legal professionals in both judicial, attorney, and paralegal positions;
- To develop in candidates a practical understanding of the role, functions, and ethical responsibilities of paralegals in various legal environments;
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Program goals and objectives

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Contact information

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Success stories

Our graduates have gone on to some of the best organizations and positions in the country, including:

Companies & organizations
- 20th Century Fox
- Alliance for Children’s Rights
- Annapurna Pictures
- California Department of Justice
- CBS
- Children's Hospital Los Angeles
- City National Bank
- Disney
- HBO
- MGM Studios
- NBC
- Macklowe
- Red Bull
- NBCUniversal
- U.S. Attorney’s Office

Law firms
- Christie, Baker & Hauser LLP
- Gibson, Dunn & Crutcher LLP
- Mayer, Weingarten, Arlen & Chapman LLP
- Goldstein & Eidelman LLP
- Greener & Greenfield LLP
- Greenberg Glusker Fields Claman & Machtinger LLP
- Irell & Manella LLP
- Jackson Lewis P.C.
- Kirkland & Ellis LLP
- Latham & Watkins LLP
- Loeb & Loeb LLP
- Los Angeles City Attorney
- Manatt, Phelps & Phillips LLP
- Morgan, Tolles & Olsson LLP
- Paul Hastings, LLP
- Proskauer Rose LLP
- Skadden, Arps, Slate, Meagher & Flom LLP

Paralegals may not provide legal services directly to the public, except as permitted by law.

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• Gold & Bolduan LLP
• Jackson Lewis PC
• Kirkland & Ellis LLP
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The UCLA Extension Difference

For over four decades, UCLA Extension’s Paralegal Training Program (PTP) has been a leader in paralegal education, setting the standard to which programs are measured. The PTP was one of the first programs to be approved by the American Bar Association as meeting high standards in faculty selection, academics, resources, curriculum, programming, administration, and student services.

A Lifetime of Career Services

By building long-term relationships with our graduates and instructors, we’re able to provide a lifetime of career assistance. Our graduates can contact career counseling and job search services at any time.

Our Vision: UCLA is a leader in paralegal education, the legal field and want to expand your prospects, UCLA Extension has the educational options to meet your needs!

Paralegal Career Services

If you're considering becoming a paralegal, or are already in the legal field and want to expand your prospects, UCLA Extension has the educational options to meet your needs!

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For over four decades, UCLA Extension’s Paralegal Training Program (PTP) has been a leader in providing quality education for those pursuing careers in the legal field. Our students and graduates are respected throughout the legal community for their dedication and professionalism.

Paralegal Training Program (PTP) offers students the opportunity to earn a certificate in the field of paralegal studies. The program is designed to provide students with the knowledge and skills needed to enter the paralegal profession. Students will learn about various areas of law, including business law, civil procedure, and legal research and writing.

Instructors approved by UCLA: The UCLA team of instructors are top professionals in their fields, with extensive experience in the legal field. Our instructors bring a unique and relevant perspective to the classroom, having worked as paralegals, attorneys, and legal professionals.

Career Services: We work closely with professional paralegal associations and maintain contacts with legal search firms, so our students and graduates can participate in events and seminars. We also connect students and graduates with potential employers in the paralegal field.

Networking: Our program offers networking events and career fairs, where students can meet potential employers and gain valuable connections in the legal profession.

Admissions: To be eligible for admission, students must have a high school diploma or its equivalent. There are no additional prerequisites for the program.

Program & Application Info

For more information on UCLA Extension’s Paralegal Training Program (PTP), please visit uclaextension.edu/paralegal or call (310) 825-0741.
UCLA Extension Offers 2 Program Options: 5-month and 11-month

5-Month: This daytime program offers a more traditional class schedule, designed for those who work nights or have other obligations. It features the same core curriculum as the 11-month evening program.

11-Month: This evening program is designed to meet the busy schedules of working professionals. Classes meet two evenings a week, from 6:30-10pm two evenings a week, from 6:30-10pm.
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