



# The New York Immigration Coalition, Immigrant Concerns Training Institute

## How to Obtain BIA Recognition for Your Agency and Become an Accredited Representative

\*No CLE Credit Available

*Attendance at trainings is limited to staff of NYC 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.*

**Tuesday, November 10, 2009  
10:00 a.m.-12:00 p.m.**

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

**TOPICS COVERED IN SESSION:**

In this training, we will cover in detail the requirements for obtaining Board of Immigration Appeals (BIA) *Recognition* for your non-profit agency so that it may provide immigration legal services through *Accredited Representatives*. We also will cover the requirements for obtaining *accreditation* for individual non-attorney employees of recognized agencies. The training will be conducted by Thomas J. Shea, Esq. of the NYC staff. **CLE credit is not available for this course.**

**Register by November 5, 2009**

**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@thenyc.org](mailto:jvidal@thenyc.org).)

I will need a Certificate of Attendance at the end of the training.

**Fee structure:**

**BIA Accredited Representatives & Attorneys of NYC member agencies\*\*:** # of trainings \_\_\_\_\_ @ \$20 per training = \$ \_\_\_\_\_  
(\*\*The agency must be current in NYC membership dues to receive the membership rate; otherwise it must pay the nonmember rate.)

**Staff of 501(c) NYC member agencies\*\*** # of trainings \_\_\_\_\_ @ \$25 per training = \$ \_\_\_\_\_  
(\*\*The agency must be current in NYC 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 NYC):  
# of trainings \_\_\_\_\_ @ \$65 per training = \$ \_\_\_\_\_

**NYC Private Attorney Supporter:** # of trainings \_\_\_\_\_ @ \$65 per training = \$ \_\_\_\_\_

**Government employees:** # of trainings \_\_\_\_\_ @ \$125 per training = \$ \_\_\_\_\_

**Non-member Private-sector attorneys and their employees:** # of trainings \_\_\_\_\_ @ \$150 per training = \$ \_\_\_\_\_

**Late Registration Fee:** # of trainings \_\_\_\_\_ @ \$30 per training = \$ \_\_\_\_\_

**BRIA grantees:** Free

**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!*

**Fax (212) 627-9314 or mail your registration form with payment (check or money order) in advance to:**

The New York Immigration Coalition, Training Institute, 137-139 West 25<sup>th</sup> Street, 12<sup>th</sup> 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.*

**It is our policy to notify BRIA of BRIA registrants who do not show up for trainings and have not notified us of cancellation in advance.**

*If you have any questions, please call Jonathan Vidal at 212-627-2227 x.227.*

## **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](mailto: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 “notarios.
- **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 “business/professional” 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 “business/professional” 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.