



**New York Immigration Coalition (NYIC)**  
**Immigrant Concerns Training Institute**  
 Presents  
**April - May 2013 Training Calendar**

**PLEASE READ THE ATTENDANCE POLICY**  
**AT THE END OF THIS SCHEDULE!**

Please note the new registration fees:  
 ONA Agencies: These trainings are not sponsored by ONA. Regular Rates apply.

**PLEASE NOTE THERE IS A \$30 LATE REGISTRATION FEE FOR CLE TRAININGS!!**

**MATERIALS WILL BE E-MAILED TO REGISTRANTS BEFORE THE TRAINING**

*All trainings will be held at The New York Immigration Coalition  
 137-139 West 25<sup>th</sup> Street, 12<sup>th</sup> Floor (between 6<sup>th</sup> and 7<sup>th</sup> Avenues)  
 (Location subject to change. Registrants will be notified of any change in location.)  
 Please arrive 20 minutes before your session begins.*

*Attendance at trainings is limited to Staff of 501(c) (3) nonprofit organizations that are not NYIC member agencies cannot attend trainings offered through the ICTI unless (1) the organizations are named on the list of agencies recognized by the Board of Immigration Appeals (BIA); (2) the nonprofit organization's legal services are provided under the direct supervision of a licensed immigration attorney; or (3) the training is taken for the express purpose of obtaining BIA Accreditation. Please read the Registration Rules on the following page carefully for further requirements.*

❖ **Survey of Immigration Law**

**Date:** Friday, April 12, 2013      **Time:** 1:00 p.m. – 5:00 p.m.      <pre-register by 04.09.13>

This training provides an overview of basic concepts in immigration law. Topics to be covered include family- and employment-based immigration, lawful permanent residency, employment authorization, grounds of inadmissibility and deportability, temporary protected status, asylum and withholding of removal, and naturalization and citizenship. No prior knowledge of immigration law is required. This training will be conducted by Camille Mackler of the NYIC staff. **CLE Credit: 4 credits in professional practice.** **This course provides transitional credit for newly admitted attorneys and non-transitional credit for experienced attorneys.** **This training is appropriate for persons seeking BIA Accreditation.**

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

**Date:** Monday, April 15, 2013      **Time:** 10:00 a.m.—12:30 p.m.      <pre-register by 04.10.13>

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 Patrick Young of CARECEN. **CLE credit is not available for this course.** **This training is appropriate for persons seeking BIA Accreditation.**

❖ **Special Immigrant Juvenile Status**

**Date:** Thursday, April 18, 2013      **Time:** 2:00 p.m. to 4:00 p.m.      <pre-register by 04.15.13>

This training will cover the petition for Special Immigrant Juvenile (SIJ) status and the application for adjustment of status. We will review documents needed from family court to complete the SIJ petition and discuss adjustment eligibility requirements particular to SIJ applicants, including the exemptions from inadmissibility that apply to SIJ applicants as well as common inadmissibility issues not covered by these exemptions, age-out issues, and continuity of family court jurisdiction. We also will briefly cover the application for work authorization and practical issues when dealing with foster-care caseworkers, Administration for Children's Services, and family-court law guardians. This training will be conducted by Camille Mackler of the NYIC staff. **CLE Credit: 2 credits in professional practice.** **This course provides transitional credit for newly admitted attorneys and non-transitional credit for experienced attorneys.** **This training is appropriate for persons seeking BIA Accreditation.**

❖ **Practice Before the Immigration Court**

**Date: Wednesday, April 24, 2013**      **Time: 9:00 a.m. to 1:00 p.m.**      <pre-register by 04.19.13>

This training will give practitioners an overview of litigated immigration proceedings, including the forms of relief available, evidentiary and court procedures, appearance in hearings and issuance of charging documents, strategies for evidence and forensic expert submission, and skills and techniques for direct examination, objection, and cross-examination defense. This training will be conducted by Camille Mackler of the NYIC staff. **CLE Credit: 4 credits in skills. This course provides transitional credit for newly admitted attorneys and non-transitional credit for experienced attorneys. This training is appropriate for persons seeking BIA Accreditation.**

❖ **Waiver Basics**

**Date: Friday, April 26, 2013**      **Time: 1:00 p.m.-4:00 p.m.**      <pre-register by 04.23.13>

This training will give a basic overview of the waiver process, including the grounds of inadmissibility/deportability that can be cured by obtaining a waiver, who qualifies for a waiver, general requirements for different kinds of waivers, and how to prepare and file the Form I-601, application for a waiver of the ground of inadmissibility. Procedures for the new provisional waivers will also be discussed. The training will be conducted by Lindsay Curcio, Esq. **CLE credit: 3 credits in professional practice. This course provides transitional credit for newly admitted attorneys and non-transitional credit for experienced attorneys. This training is appropriate for persons seeking BIA Accreditation.**

❖ **Immigration Consequences of Criminal Convictions**

**Date: Wednesday, April 30, 2013**      **Time: 9:00a.m.-12:00p.m.**      <pre-register by 04.25.13>

This training will review the various immigration law issues faced by non-citizens who have been convicted or accused of criminal conduct. The training will cover the criminal bars and waivers for noncitizens seeking lawful permanent residence or other lawful status, criminal grounds of removal and waivers applicable to lawful permanent residents, and good moral character bars and deportation risks for lawful permanent residents with criminal records who are pursuing naturalization. It will also touch on detention issues and intake strategies. This training will be conducted by Marianne Yang and Talia Peleg, Immigration Unit Director and Staff Attorney, respectively, at Brooklyn Defender Services. **CLE Credit: 3 credits in professional practice. This course provides transitional credit for newly admitted attorneys and non-transitional credit for experienced attorneys. This training is appropriate for persons seeking BIA Accreditation.**

❖ **Immigration Remedies for Immigrant Victims of Domestic Violence: Battered Spouse Waivers & VAWA Self-Petitions**

**Date: Friday, May 3, 2013**      **Time: 9:00 a.m. - 12:00 p.m.**      <pre-register by 04.30.13>

This training will familiarize the advocate with federal immigration laws that allow battered immigrant spouses and children to become lawful permanent residents without having to depend on abusive spouses or parents for sponsorship. We will cover the self-petitioning process under the Violence Against Women Act (VAWA), as well as how to remove conditions on conditional residency through battered spouse and child waivers. Information on recent changes under VAWA 2005 will be discussed. The training will be conducted by Carmen Maria Rey, Esq. of In Motion, Inc. **CLE credit: 3 credits in professional practice. This course provides transitional credit for newly admitted attorneys and non-transitional credit for experienced attorneys. This training is appropriate for persons seeking BIA Accreditation.**

❖ **Discrimination Against Immigrant Workers**

**Date: Monday, May 30, 2013**      **Time: 2:30 p.m. - 5:30 p.m.**      <pre-register by 05.09.13>

Topics covered will include employment discrimination based on age, gender, national origin and citizenship or immigration status, over-documentation in the employment eligibility verification process and retaliatory conduct by employers. The training will cover the claims process under Title VII of the Civil Rights Act of 1964 and the antidiscrimination provision of the Immigration and Nationality Act. Also covered, updates on Social Security discrepancy notices or "no-match letters", and changes in the employment eligibility verification process, including electronic verification. It will focus both on employer practices covered under the law-such as recruitment, hiring, and firing -as well as the EEOC's and OSC's mediation process and litigation. The training will be conducted by Jennifer A. Sultan, Esq., Special Policy Counsel, U.S. Department of Justice and Anna Pohl, Esq. Trial Attorney, Equal Employment Opportunity Commission New York District Office. **CLE credit: 3 credits in professional practice. This course provides transitional credit for newly admitted attorneys and non-transitional credit for experienced attorneys.**

❖ **Immigration Remedies for Immigrant Victims of Crimes: U & T Visas**

**Date: Friday, May 31, 2013**      **Time: 10:00 a.m.-1:00 p.m.**      <pre-register by 04.16.13>

This training will survey options for immigrant victims of domestic violence and other crimes. This session will concentrate on an in depth analysis of U Visas. Information on recently issued regulations will be discussed. The training will be conducted by Suzanne Tomatore, Esq., Director, Immigrant Women & Children Project with City Bar Justice Center. **CLE Credit: 3 credits in professional practice. This course provides transitional credit for newly admitted attorneys and non-transitional credit for experienced attorneys. This training is appropriate for persons seeking BIA Accreditation.**

## NYIC April through May 2013 TRAINING REGISTRATION FORM

PLEASE PRINT:

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

- 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 am an attorney at an ONA Opportunity Center or ONA Legal Counsel
- I am a non-attorney seeking BIA Accreditation/Renewal at an ONA Opportunity Center or ONA Legal Counsel
- I am a non-attorney seeking BIA Accreditation/Renewal at a non-profit that is not an ONA Opportunity Center/Legal Counsel
- I will require wheelchair access.

Check the session(s) you will be attending (Trainings marked with \*\* are ONA sponsored trainings):

<input type="checkbox"/>	Survey Immigration Law	Friday, April 12, 2013	1:00pm-5:00pm
<input type="checkbox"/>	How to Obtain BIA Recognition for Your Agency	Monday, April 15, 2013	10:00am-12:30pm
<input type="checkbox"/>	Special Immigrant Juvenile Status	Thursday, April 18, 2013	2:00pm-4:00pm
<input type="checkbox"/>	Practice Before the Immigration Court	Wednesday, April 24, 2013	9:00am-1:00pm
<input type="checkbox"/>	Waiver Basics	Friday, April 26, 2013	1:00pm-4:00pm
<input type="checkbox"/>	Immigration Consequences of Criminal Convictions	Wednesday, April 30, 2013	9:00am-12:00pm
<input type="checkbox"/>	Battered Spouse Waivers & VAWA Self-Petitions	Friday, May 3, 2013	9:00am – 12:00pm
<input type="checkbox"/>	Discrimination Against Immigrant Workers	Monday, May 30, 2013	2:30pm-5:30pm
<input type="checkbox"/>	U & T Visas	Friday, May 31, 2013	10am-1:00pm

Staff of 501(c)(3) nonprofit organizations that are not NYC member agencies cannot attend trainings offered through the ICTI unless (1) the organizations are named on the list of agencies recognized by the Board of Immigration Appeals (BIA); (2) the nonprofit organization's legal services are provided under the direct supervision of a licensed immigration attorney; or (3) the training is taken for the express purpose of obtaining BIA Accreditation. Please read the Registration Rules on the following page carefully for further requirements.

**PLEASE NOTE THAT THERE IS A \$30 LATE REGISTRATION FEE.**

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).

### Fee structure:

BIA Accredited Representatives & Attorneys of 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.)

Staff of 501(c) NYC member agencies\*\*: # of trainings \_\_\_\_\_ @ \$30 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 \_\_\_\_\_ @ \$70 per training = \$ \_\_\_\_\_

Staff of ONA Opportunity Center/Legal Counsel FREE (ONA sponsored trainings ONLY)

Non-Attorney Staff of Non-Profit Agencies FREE (ONA sponsored trainings ONLY)

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

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

Non-member Private-sector attorneys and their employees: # 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!*

**(WE CAN NO LONGER ACCEPT FAXED REGISTRATIONS, PLEASE EMAIL US YOUR REGISTRATION FORM)**

**Email your registration form to [jvidal@thenyic.org](mailto:jvidal@thenyic.org) and mail your registration check or money order made payable to “The New York Immigration Coalition” 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. (Additional bank charges will be added for returned checks.)

*THERE ARE NO REFUNDS. IF YOU ARE UNABLE TO ATTEND, PLEASE NOTIFY US AT LEAST 48 HOURS 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 ext. 227.***

*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 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 only participate in ICTI CLE trainings if (1) the agency is recognized by the BIA; (2) is providing services under the direct supervision of an immigration attorney; or (3) is doing so for the express purpose of obtaining BIA Accreditation.*
- *NYIC members that are not BIA recognized and that are not supervised by an immigration attorney cannot 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).*
- *Non-member non-profit agencies that are not recognized by the BIA but are taking the training for the express purpose of obtaining BIA Accreditation must provide a letter, from the head of the member agency stating that the purpose of the staff attending the training is to obtain BIA Accreditation, and that they intend on applying for Accreditation in the near future. All letters will be kept on file for future trainings.*
- **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 “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 “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.

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## **NYIC Immigrant Concerns Training Institute Attendance Policy**

The mission of the NYIC Immigrant Concerns Training Institute (ICTI) is to provide high-quality trainings for attorneys and Board of Immigration Appeals (BIA) accredited representatives of NYIC member agencies, as well as staff of non-profit agencies seeking BIA Accreditation to help them build and maintain their competency and effectiveness in the provision of immigration legal services. Likewise, the ICTI assists the legal support staff of attorneys and BIA-accredited representatives (e.g., legal assistants, paralegals) of NYIC member agencies and other non-profits to increase their skill and competency in order to obtain BIA accreditation. The ICTI also provides trainings to the staff of NYIC member agencies and other nonprofit 501(c) agencies that are either BIA- recognized or managed by an immigration attorney for purposes of professional development—to help them increase their understanding of issues that impact immigrants. The ICTI provides both non-CLE and CLE trainings.

### **Members Having No BIA Recognition and No Immigration Attorneys Must File Attestation**

An NYIC member that is not recognized by the Board of Immigration Appeals and does not have an immigration attorney on staff to supervise the provision of immigration legal services must file with the NYIC a written attestation, signed by the head of the organization, stating that (i) it understands what constitutes the practice of law (as defined below), and (ii) that it does not and will not engage in the unauthorized practice of law. Until such attestation is filed with the NYIC, the member cannot participate in trainings offered through the NYIC ICTI and cannot send employees to participate in the

trainings offered by the NYIC ICTI. Going forward, the attestation will serve as notice to NYIC members that they are prohibited from using the ICTI to support the unauthorized practice of law.

If the member files such an attestation, but later the NYIC Board of Directors determines that the member in fact is engaged in the unauthorized practice of law, then the NYIC Board of Directors may suspend or expel that member from NYIC membership as appropriate under this policy.

#### Staff of Non-Member Non-Profit Organizations Must File Attestation

Any non-profit organization that is not a member of the NYIC, that is not recognized by the Board of Immigration Appeals, and that does not have an immigration attorney on staff to supervise the provision of immigration legal services must file with the NYIC a written attestation, signed by the head of the organization, stating that (i) the organization is seeking BIA Recognition and the staff attending the training will be seeking BIA Accreditation; and (ii) that it does not and will not engage in the unauthorized practice of law.

#### Unauthorized Practitioners of Law Prohibited From ICTI Trainings

If an individual engages in any of the activities described as the “practice of law” below, and is not a licensed attorney, is not working under the direct supervision of an immigration attorney, and is not a Board of Immigration Appeals (BIA) accredited representative, then that individual is engaged in the unauthorized practice of law.

The NYIC’s Director of Training and Technical Assistance shall have the discretion to prohibit any individual or agency from participating in any training offered through the ICTI if he or she knows or has reasonable grounds to believe that the individual or agency is engaged in criminal or unlawful activity (including but not limited to the unauthorized practice of law).

The NYIC shall not knowingly permit individuals or organizations that engage in the unauthorized practice of law to participate in ICTI trainings. Such individuals and organizations include but are not limited to: *notarios*, for-profit immigration consultants, travel agents, insurance agents, and other individuals or organizations, whether for-profit or non-profit, that are engaged in the unauthorized practice of law.

#### Practice of Law Defined

The “practice of law” shall include, but not be limited to, (i) applying the law to the particular facts of an individual’s case, (ii) advising a person *which* immigration form the person should complete and/or file with the U.S. Department of Homeland Security, U.S. Executive Office for Immigration Review, U.S. Department of Labor, or the U.S. Department of State (hereinafter, “the immigration authorities”), (iii) advising a person *how* to complete and/or file a form with the immigration authorities, (iv) calling or writing the immigration authorities on behalf of an individual to find out the status of the individual’s case, or to otherwise make an inquiry about the individual’s case on behalf of that individual, (v) representing an individual or individuals during a hearing, interview, or meeting with the immigration authorities, (vi) appearing in any case, either in person or through the preparation or filing of any brief or other document, paper, application, or petition on behalf of another person or client before or with the immigration authorities, (vii) studying the facts of a case and the applicable laws, coupled with the giving of advice and auxiliary activities, including the incidental preparation of papers, and/or (viii) the preparation and/or sending of correspondence to the immigration authorities on behalf of an individual.

#### Getting BIA Recognition and Accreditation

Through its Training & Technical Assistance program, the NYIC provides training and legal support to NYIC member agencies and other non-profit organizations to prepare and file an application for BIA recognition for the member agency/non-profit organization and accreditation for the organization’s staff. Please contact the NYIC’s Director of Training and Technical Assistance for more information.