

APPLICATION INSTRUCTIONS

William & Mary Law Institute of Special Education Advocacy (ISEA)

This five-day training program at William & Mary Law School in Williamsburg, Virginia will begin Sunday evening, July 30, 2017 and conclude on Friday afternoon, August 4, 2017.

The program will include approximately 22 sessions on applicable laws, ethics, best practices in advocacy, strategies for working with parents and schools, and dispute resolution procedures, taught by national leaders in the field.

The purpose of this program is to provide training in special education advocacy for experienced advocates, law students, new attorneys, and attorneys who are new to special education law.

Please submit this completed application to the Parents Engaged for Learning Equality (PELE) Clinic at William & Mary Law School with a deposit check in the amount of \$250. Checks should be made out to the **Marshall-Wythe School of Law Foundation** or **MWSLF**. Please write 'Registration for ISEA' in the memo field.

If you are not selected for the course, your deposit check will be returned immediately. If you are accepted, payment of the remaining tuition must be received within ten days of notification of your acceptance in ISEA. If you cancel by June 30, 2017, a \$100.00 cancellation fee will be charged. If you cancel between July 1 and July 14, you will forfeit your \$250.00 deposit. If you cancel after July 14, 2017, you will not receive any refund for monies paid.

Registration is \$995 for attorneys (CLE credit is anticipated) and \$795 for advocates, educator/advocates, and non-attorneys (CEU credit is anticipated) and non-credit seeking law students (see below if seeking law school credit). The registration fee includes the opening reception, all lunches and scheduled breaks, an evening reception, over \$200.00 of materials, including books and multimedia training. Two or more advocates or attorneys from the same organization/office will receive a 10% discount on each registration.

In general, educational and training expenses are tax deductible. Check with your accountant about deductible educational expenses that may include books, continuing education fees, and travel costs.

Law students can earn one graded credit for this course. Each law student enrolled for credit will be required to complete the pre-assigned work for ISEA, attend all ISEA sessions, and submit a paper no later than August 11th of no fewer than ten double-spaced pages to Professor Crystal Shin on a topic mutually agreed upon prior to August 4th. Tuition and fee information is found on this page: <http://www.wm.edu/offices/financialoperations/sa/tuition/index.php>. Non-William & Mary law students must contact Crystal Shin (csshin@wm.edu) to apply for admission to this course. William & Mary students may register on-line by July 24, 2017.

APPLICATION

YOUR INFORMATION:

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP _____

PHONE (home): _____

PHONE (office): _____

PHONE (cell): _____

EMAIL: _____

SCHOOL DISTRICT IN WHICH YOU RESIDE: _____

EMPLOYER: _____

Please tell us how you learned about ISEA: _____

Note: ISEA graduates become “Ambassadors” to the community and, as such, the actions of the graduates in the future, positive or negative, impact the perception of ISEA and the PELE Clinic. With some applications, we may do additional verification of data and use internet searches, commercial or otherwise, to assist us in the decision making process.

If accepted, I agree to complete all pre-conference assigned reading and course work, attend and participate in all sessions, and complete all homework and class assignments.

Signed: _____ Date: _____

The following are required for consideration of acceptance into the Institute of Special Education Advocacy 2017:

- **Application & Deposit**
- **Resume/CV**
- **Letter of recommendation from someone familiar with your prior experience in special education advocacy**
- **2 additional professional references**

***Applications missing any of the above will not be reviewed.**

On separate sheets of paper attached to this application, please answer the questions starting on the next page.

1.	Why do you want to learn more about advocating for students and their parents?
2.	What experiences, skills and/or training make you a good candidate for this program?
3.	How many IEP meetings have you attended on behalf of a student with a disability? Have you participated in due process, state complaints, and/or mediation? Please provide a brief description and whether they involved your child or other children.
4.	Please disclose if you or any of your immediate family members are employed by a school district or law firm that represents school districts so that potential conflicts of interest can be identified prior.
5.	Are you a licensed attorney? If so, when and where were you licensed?
6.	Whether you are an attorney or an advocate, have you ever been disciplined by, reprimanded by, or reported to any state Bar? If so, please provide the details, jurisdiction, and resolution.
7.	Whether you are an attorney or an advocate, if you are selected for this training program, are you willing to abide by the American Bar Association's Model Rules of Professional Conduct when advocating on behalf of families? (To find those rules, simply Google "American Bar Association's Model Rules of Professional Conduct")
8.	Whether you are an attorney or an advocate, if you are selected for this training program, are you willing to abide by your State's Rules of Professional Conduct for attorneys?
9.	Does your State have Rules of Professional Conduct or its equivalent for paralegals? If so, provide the legal citation.
10.	Does your state allow non-attorney advocates to practice law in the area of special education? If so, please provide a specific citation to the state statute, regulation, or legal opinions from your state Department of Education and/or your state Attorney General.
11.	Does your state allow non-attorney advocates to represent parents in due process hearings? If so, please provide a specific citation to the state statute, regulation, or legal opinions from your state Department of Education and/or your state Attorney General.
12.	To what extent do you believe lay advocates are engaging in the practice of law when they represent clients on special education matters? Please explain.
13.	Please explain your state's law and/or policy regarding the audio recording of IEP meetings. Please provide a citation to your state statute, regulation, or legal opinions from your state Department of Education and/or your state Attorney General.
14.	Is your state a one-tier or two-tier due process state?
15.	What is your understanding of the significance of a parent signing or not signing an IEP under special education law?
16.	Have you ever been arrested/charged/convicted of any felony or misdemeanor (other than traffic offenses)? If yes, explain on a separate sheet of paper.

17.	<p>If you are accepted into this program, please confirm that, prior to the first class, you will have read the following and will be prepared to answer questions related to those topics:</p> <p>“Getting to Yes: Negotiating Agreement Without Giving In” by Roger Fisher and William L. Ury and Bruce Patton.</p> <p>The Letter to the Stranger at: http://www.wrightslaw.com/advoc/articles/Letter_to_Stranger.html</p> <p><i>Wrightslaw: From Emotions to Advocacy, 2nd Ed.</i>, pages 73 - 114 and 209 - 260. (These pages will be provided in advance to those accepted into the ISEA program.)</p> <p>The National Association of Legal Assistant’s Code of Ethics and Professional Responsibility at: http://www.nala.org/code.aspx</p> <p>The American Bar Associations (ABA) Model Code of Professional Responsibility.</p> <p>The ABA’s Model Guidelines for the Utilization of Paralegal Services.</p>
18.	<p>If you are accepted into this program, confirm that, prior to the first class, you will have watched the Wright’s multi-media program titled “Understanding Your Child’s Test Scores” about the Bell Curve, standard scores, and percentile ranks and be prepared to draw the Bell Curve and log in scores from a child’s evaluation. (The multi-media file will be provided to those accepted into the Institute.)</p>
19.	<p>We prefer applicants who have previously attended a Wrightslaw Special Education Law and Advocacy conference or other similar training programs and who have prior experience as an advocate. If you have had any such prior training, please provide the name, date, location and nature of the training. If you have yet to have such training, provide the name, date, and location of any such training you plan to attend that will occur prior to July 30th, 2017.</p>
20.	<p>Please confirm that you will create a travel schedule / flight arrangements so that you can arrive on site in Williamsburg, Virginia by late afternoon, Sunday, July 30, 2017 and depart no earlier than Friday, August 4, 2017 at 2:00 p.m. after the program ends.</p>
21.	<p>On no more than one page, tell us why you want to attend the Institute, the goals you hope to meet, and how you plan to use what you learn in the Institute to aid children with disabilities and their families in special education advocacy. At the top of the page put your name, city and state. If you are selected for the ISEA program, this information page will be shared with the other attendees and presenters.</p>

Please mail your application to:

PELE Clinic
William & Mary Law School
P.O. Box 8795
Williamsburg, VA 23187-8795

BY OVERNIGHT CARRIER to:

PELE Clinic
William & Mary Law School
613 South Henry Street, Room 100
Williamsburg, VA 23185

Applications will be reviewed on a rolling bi-monthly basis, starting on February 1st, 2017, until the class is full. Early applications are strongly recommended.

Questions? Email us at pele@wm.edu or call at 757-221-5735.