Clinic Registration & Application Information Packet
# Table of Contents

Introduction

1. Clinic and Credit Hour Policy
2. Clinic Credit hours for Continuing Clinic Students
3. Office Hours Form
4. Conflict of Interest
5. Confidentiality
   a. HIPAA Training
   b. Law Practice Management systems
   c. VM Environment
   d. Clinic Space
6. Clinic Considerations
7. Parking at the clinic
8. Student Bar Cards
9. Administrative Agency Certification
10. Pre -Requisites
11. Concentrations Related to Clinical Courses
12. Clinical Courses
13. Priority Admission
14. Clinic Registration Dates
15. Application to Multiple Clinics
16. Clinic Orientation
17. Appendix A, B, C
Introduction

The Texas A&M University School of Law Legal Clinics offer you the opportunity to develop your skills by working under the supervision of experienced attorneys and representing actual clients. Clinical work provides you hands-on experiences in a variety of practice areas, including family law, tax, intellectual property, housing, immigration, criminal law, estate planning, and entity formation. Clinic clients include entrepreneurs, nonprofit organizations, government entities, and individuals.

By enrolling in a clinic at Texas A&M University School of Law you satisfy several requirements:

1. Units for clinic courses counts to satisfy the six-experiential unit graduation requirement;
2. Since we represent actual clients in clinics, when you enroll in a clinic you satisfy the requirement for actual client representation; and
3. Clinics also satisfy the oral skills requirement.

This registration guide was organized to help address some of the frequently asked questions about clinic registration. Please refer to the course schedule on the website for specific dates and deadlines. We hope it addresses your questions and concerns. If your question is not answered here, please email us at experiential@law.tamu.edu.

1. Clinic Credit Hour Policy for New Clinic Students

Each law school clinic must include a classroom component. The amount and level of credit awarded in each clinic depends on the amount of time allocated to the classroom component and to the student clinical work. Depending on the clinic, students will spend at least 42.5 hours in out of class work during the term for each hour of academic credit earned. Students are responsible for keeping a log of their hours for review for by a faculty member throughout the semester.

Please use the chart on the following page to determine the number of hours you are required to be in the clinic offices, then use the spaces at the bottom to select the particular days and times you would like to work in the clinic. If you need to come into the clinic offices to do work outside of your regular schedule, or if your regular schedule needs to be adjusted at any time, please email the clinic secretary and your clinic director so we can try to make space available for you.

The chart on the next page will help you understand the time new clinic students spend on in class and on outside of class work. Time calculation for out-of-class work is based on an average distribution of time per week over a twelve week semester. The earlier part of the semester will be slower until you are finally immersed in the client work. Clinics do not have a final however you are expected to complete and transition all of your casework before you head out for the semester break.

*Please choose hours between 8am-6pm Monday-Friday unless you have arranged other hours through your clinic director.
<table>
<thead>
<tr>
<th>NAME OF CLINIC</th>
<th>NUMBER OF CREDITS ENROLLED FOR</th>
<th>CLASS MEETING HOURS</th>
<th>OUT-OF-CLASS HOURS (also includes clinic office hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrepreneurship &amp; Community Development Clinic*</td>
<td>4 credits</td>
<td>3 hours</td>
<td>(NOTE: students are required to spend a minimum of 8 hours per week in the clinic offices. The remaining 3 hours may be worked remotely)</td>
</tr>
<tr>
<td>Community Legal Access</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family and Veterans Advocacy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immigrant Rights</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Income Tax</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trademark &amp; Copyright</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Patent Law Clinic</strong></td>
<td></td>
<td>2 hours and 10 minutes</td>
<td>(NOTE: students are required to spend a minimum of 8 hours per week in the clinic offices. The remaining 4 hours may be worked remotely)</td>
</tr>
<tr>
<td><strong>Probate &amp; Estate Planning</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*In the fall semester, the Community Development Clinic and the Entrepreneurship Law Clinic will be combined and offered as one 4 credit clinic.

**The Patent Law Clinic will only be offered in the Spring Semester.

2. **Clinic Credit Hours for Continuing Clinic Students**

Students who have completed one semester of a clinic may continue in that same clinic for a subsequent semester for two, three, or four credits, with the consent of the clinic instructor. The number of credits is to be determined by the student and their instructor. All continuing clinic students are required to attend six one-hour class sessions scheduled throughout the semester and to contribute to clinic orientation. Students enrolling as a continuing clinic student must devote the following hours of out-of-class work per week, over a twelve-week semester:

<table>
<thead>
<tr>
<th>No. of Credits</th>
<th>Out-of-class work</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 credits</td>
<td>7 hours</td>
</tr>
<tr>
<td>3 credits</td>
<td>10.5 hours</td>
</tr>
<tr>
<td>4 credits</td>
<td>14 hours</td>
</tr>
</tbody>
</table>
When taking a clinic for a second semester you must apply online using the continuing or advanced clinics application and selecting the appropriate clinic. Please obtain permission from the clinic director to register. You can both discuss how many credit hours you would like to take when registering.

3. Summer Clinics
The Summer Clinic course offers students the opportunity to develop their skills in the general areas of interviewing, counseling, dispute resolution, law practice management, legal research and other core lawyering skills that advances their career development. As a primarily experiential course, this course focuses on teaching professional skills and integrates doctrine, theory and legal ethics. Students in the summer clinic will be assigned cases from either the Family and Veterans Advocacy Clinic or the Low-Income Tax Clinic. Students enrolling with an interest in Family and Veterans issues will learn about divorce, custody, child support, family violence, protective orders, veterans’ benefits and other issues, plus preparing for trials. Students enrolling with an interest in tax will learn how to dispute additional taxes imposed by the IRS (during audits, administrative appeals, or Tax Court litigation) and how to settle tax debts for less than the full amount owed.

<table>
<thead>
<tr>
<th>NAME OF CLINIC</th>
<th>NUMBER OF CREDITS ENROLLED FOR</th>
<th>CLASS MEETING HOURS</th>
<th>OUT-OF-CLASS HOURS (also includes clinic office hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER/ LITC</td>
<td>3 credits</td>
<td>2 hours per week for 2 weeks 9:30am-11:30am</td>
<td>20 hrs per week For 7 weeks Class counts toward the Total of 20 hours.</td>
</tr>
<tr>
<td>SUMMER/ FVAC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Office Hours Form
Each student is required to submit an Office Hours form which is in Appendix A. This must be completed and turned in once you are accepted and before clinic orientation. All students are required to set their own office hours in accordance with their instructor’s policy. First time clinic students should expect to spend a minimum of 6-8 out of class hours in the clinic space, depending on the clinic and number of credits taken (see the chart above for more precise guidelines). Continuing or Advanced clinic students will need to spend hours in the clinic as determined by their instructor. This allows the student some flexibility to set their hours around their class schedule.

5. Conflicts of Interest
Like all professional law offices, the Clinical Program has a case management system, to ensure that our law firm avoids conflicts. For the purpose of identifying potential conflicts of interest, all potential representation must be cleared through the system and any other case management systems to ensure that we do not have a conflict. Because your own contacts may create potential conflicts of interests, when working in the clinic setting you must fill out a form identifying cases and/or relationships that may cause a conflict. This form gives us the information needed to run through the system to clear you of any conflicts that may come up.
You will be required to complete a Conflict of Interest Form when you apply and are accepted into a clinic. For your convenience, please find the form in Appendix B. In addition, you will be sent this form shortly after you are accepted and it’s very important that you complete and return it before the deadline set out in the accompanying email. Missing the deadline will result in your being dropped from the clinic. You will be required to update your Conflict of Interest form during the semester if anything changes with your employment or volunteer work.

6. Confidentiality
The clinical program requires that all students, staff and faculty honor client confidentiality. This is an ethical requirement of lawyers in every state. The following policies, procedures, and tools are in place to safeguard client confidentiality.

a. HIPAA (Health Information Portability and Accountability Act) Training
Once you have been accepted in a clinic you will be required to take HIPAA training. Please be sure to complete this training in a timely manner when you receive instructions to do so. Not doing so will result in your being dropped from the clinic. Please See Appendix C for HIPAA training information and forms.

b. Law Practice Management System
The law practice management system that is used in our clinical program is called Clio. For instruction on how to use Clio, please refer to the Clio website, where you will find a number of helpful tutorials. You will also receive Clio training in our mandatory orientation during the first week of the semester. As a clinical student, you must keep your casework updated in Clio as part of your clinic grade.

c. VM Environment
VMware is our virtual desktop infrastructure that allows students to work on client matters on their own laptop and devices both in and outside of the Clinical Program offices, we have set up a secured virtual environment for all students to use. Students are required to use this environment anytime they are performing clinical work.

d. Clinic Space
For the confidentiality of our clients and the information that is stored in our clinic, the space that is card accessible is only available to clinic students only. Other Texas A&M Students, faculty, staff, friends or even family members are not allowed in the secured clinic space.

We must keep our clinic office space secure to ensure confidentiality and safety to our clients. For this purpose, if someone asks for access to a secured space please direct them to the security guard in the main lobby or to one of the legal clinic administrators such as the Associate Director of Experiential Programs or the Clinic Secretary. Unsecured spaces are available to all TAMU law students and all students can access the front entrance to the main space with their TAMU ID cards.

7. Clinic Considerations
Some things that you should take into consideration before enrolling into a clinic are the following:

- The clinic is held at the Star Telegram Building which is located at 307 W. 7th Street, Fort Worth, Texas 76102.
- All clinic courses require that students spend a certain number of hours per week at the clinical space at the Star-Telegram Building (please refer to the chart above for details).
- Per our Academic Standards, students are expected to submit logs of their time to their supervising attorneys to receive credit. Further direction will be given by individual clinic directors on how one should keep track on time, though most clinics involve keeping track of time in Clio.
- Students may not enroll in more than one clinic in any one semester.
• Students may not enroll in a clinic and an externship during the same semester unless approved to do so by the Associate Dean of Experiential Education.

• Before enrolling in a clinic and once enrolled in a clinic, students must disclose any internship, externship, or work arrangement outside of the clinic in order to avoid conflicts of interest.

• Once a student is accepted into a clinic, they must commit to attend the mandatory orientation which is held on the first Friday of the semester from 12:00 p.m. to 4:00 p.m.

7. Parking
Parking for clinic students is located in the law school parking lots. We encourage you to walk from campus to the Star Telegram building and to schedule your courses to permit enough time to get to and from class on time. There is no valet parking for enrolled clinic students. If you have a special circumstance that you believe justifies a valet parking space assignment for you, please submit a request to the Associate Director to review for special consideration. All situations and special needs will be considered with great care and diligence. There is more information about this in the clinic manual.

Unless a special arrangement has been made, students who choose to valet park their cars will have to pay the regular parking rate on their own. Street meter parking is available around the Star Telegram Building. The parking meters take credit cards and some still take change; most are also compatible with the FW Park phone app. Street meter parking is available on a first come, first serve basis.

Molly the Trolley drops off about a block from the Star Telegram Building. Molly the Trolley picks up at the Sheraton by the law school and drops off at Main Street and close to 7th. For the Trolley schedule, please visit www.fwta.org/MollytheTrolley.aspx.

In the case of bad weather, the Clinics will reimburse Uber or Lyft transportation costs to and from the law school to the Star Telegram Building so long as at least two students share the ride. If you cannot find a second student to ride with you and the weather is bad, please obtain an exemption from your clinic director or the Associate Director to take a trip alone. More specifics that must be followed about this are in the clinic manual.

8. Student Bar Cards
Some students will be required to have a Third-Year Bar Card from the State Bar of Texas in order to appear in court or in state administrative proceedings. A Third-Year Bar Card is a limited license to practice law under supervision of a qualified lawyer admitted to the Texas State Bar. Not all clinics will require bar cards. Generally, clinic students who will appear in court will need a Third-Year Bar Card, and students must have 45 credit hours to receive a Third-Year Bar Card. Please speak with your clinic director if you have questions about the Third-Year Bar Card.

All Third-Year Bar Cards are processed thru the Associate Director’s office. The Associate Director works directly with your Clinic Director and the Associate Dean of Academic Affairs office to get this done the first week of the semester. To avoid confusion any questions should be directed to the Associate Director or your Clinic director.

9. Administrative Agency Certification
There are a number of state and federal administrative agencies that permit individuals who are not lawyers to advocate and represent clients. These agencies certify law students to practice before them under the supervision of an authorized lawyer or another designee. The Internal Revenue Service, the United States
Patent and Trademark Office, and the U.S. Citizenship & Immigration Services, are just some examples of agencies that provide such certification. Your clinic director will determine whether such certification is appropriate and work with you to apply if necessary.

10. **Pre- or Co-requisites for Clinics.**

*In order to enroll in a clinic, you must have completed or be concurrently enrolled in Professional Responsibility. There are limited waivers of this requirement, but only if a student worked full-time in a law firm or other position requiring the handling of confidential information for one year or more before attending law school.*

Regarding summer clinics, Professional Responsibility is preferred but not required. In lieu of the Professional Responsibility requirement, the Summer Clinic will include an intensive training on ethics.

11. **Concentrations Related to Clinical Classes**

The following concentrations include clinics.

<table>
<thead>
<tr>
<th>Concentration</th>
<th>Clinic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice, Justice &amp; Policy Concentration</td>
<td>Innocence Clinic</td>
</tr>
<tr>
<td>Domestic Public Policy</td>
<td>Immigrant Rights Clinic</td>
</tr>
<tr>
<td>Dispute Resolution</td>
<td>Various. Discuss with clinic instructor and ADR faculty.</td>
</tr>
<tr>
<td>Estate Planning</td>
<td>Wills &amp; Estate Clinic</td>
</tr>
<tr>
<td>Family Law</td>
<td>Family and Veterans Advocacy Clinic</td>
</tr>
<tr>
<td>Intellectual Property</td>
<td>Patent Clinic or Trademark &amp; Copyright Clinic</td>
</tr>
<tr>
<td>International Public Policy</td>
<td>Immigrant Rights Clinic</td>
</tr>
<tr>
<td>Workplace Law</td>
<td>Immigrant Rights Clinic, Family and Veterans Advocacy Clinic</td>
</tr>
</tbody>
</table>

12. **Clinical Courses**

*Note: These clinical courses count towards your experiential credit*

<table>
<thead>
<tr>
<th>Clinics</th>
<th>Units</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development &amp; Entrepreneurship Clinic</td>
<td>4-6 units</td>
<td>Herrera</td>
</tr>
<tr>
<td>Family &amp; Veterans Advocacy Clinic</td>
<td>4-6 units</td>
<td>Flores (previously Contreras)</td>
</tr>
<tr>
<td>Immigrant Rights Clinic</td>
<td>4-6 units</td>
<td>Marouf</td>
</tr>
<tr>
<td>Trademark &amp; Copyright Clinic</td>
<td>4-6 units</td>
<td>Slattery</td>
</tr>
<tr>
<td>Innocence Project</td>
<td>2 units</td>
<td>Ware</td>
</tr>
<tr>
<td>Low Income Tax Clinic</td>
<td>4-6 units</td>
<td>Probasco</td>
</tr>
<tr>
<td>Probate &amp; Estate Planning Clinic</td>
<td>4 units</td>
<td>Bell</td>
</tr>
</tbody>
</table>

13. **Priority Admission**

All of our clinical faculty want you to have a clinic experience before you graduate. However, there are semesters when some clinics get more applications than we have space. In those semesters, faculty
supervisors will give priority to students who previously applied but were not selected, those who are close to graduating but have not yet participated in a clinic, and those who have completed relevant coursework (such as Business Associations for the Entrepreneurship Law Clinic, or Evidence or Criminal Procedure for the Criminal Defense Clinic).

14. Clinic Registration Dates

Clinic applications are received on a “rolling basis” which means we take them all semester long. However, to ensure priority for a given semester, we suggest you apply as soon as possible. All clinic decisions will be made and sent out to applicants in the week preceding general registration. If you are not admitted into your first choice you will be considered for your second or third choices.

15. Application to Multiple Clinics

When you apply to participate in the clinics for the semester, please apply in order of preference. On the application you can select multiple clinics. If you aren’t accepted into your first choice, you may be selected for the next clinic that has available space. Selecting multiple clinics allows us to know you have other choices in case your first choice is full.

16. Clinic Orientation

As a clinic student you are required to attend clinic orientation. As noted earlier, Clinic Orientation is scheduled the Friday of the first week of class of every semester from 12pm-4pm. When you apply and register for clinic please put this date on your calendar and plan to attend. Also, the week before class you will have some at-home training that will require some minimal time for you to get up to speed on the systems that are used in the clinic. Doing this ahead of time helps ensure a good experience the first week of class. Clinic Orientation for Summer Clinic is handled within the summer classroom component.
Appendix A

Office Hours Form

Name _____________________  Clinic Name ____________________

Semester and Year __________ Email ____________________  Phone # ______________

All clinic students are required to spend a certain number of hours each week on their client work, and most of those hours must be in the clinic offices. This allows for client phone calls, client meetings, and collaboration with your clinical colleagues. All students will have assigned workstations in the clinic offices for their scheduled hours.

Please use the chart below to determine the number of hours you are required to be in the clinic offices, then use the spaces at the bottom to select the particular days and times you would like to work in the clinic. If you need to come into the clinic offices to do work outside of your regular schedule, or if your regular schedule needs to be adjusted at any time, please email the clinic secretary and your clinic director so we can try to make space available for you.

Please choose hours **between 8am-6pm** unless you have arranged other hours through your clinic director.

<table>
<thead>
<tr>
<th>NAME OF CLINIC</th>
<th>NUMBER OF CREDITS ENROLLED FOR</th>
<th>CLASS MEETING HOURS</th>
<th>OUT-OF-CLASS HOURS (also includes clinic office hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development</td>
<td>4 credits</td>
<td>3 hours</td>
<td>11 hours per week</td>
</tr>
<tr>
<td>Community Legal Access</td>
<td></td>
<td>(meets twice per week for 90 minutes each time)</td>
<td></td>
</tr>
<tr>
<td>Criminal Defense</td>
<td></td>
<td></td>
<td>(NOTE: students are required to spend a minimum of <strong>8 hours per week in the clinic offices</strong>. The remaining 3 hours may be worked remotely)</td>
</tr>
<tr>
<td>Family and Veterans Advocacy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immigrant Rights</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Income Tax</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trademark &amp; Copyright</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patent</td>
<td>4 credits</td>
<td>2 hours and 10 minutes</td>
<td>12 hours per week</td>
</tr>
<tr>
<td>Probate &amp; Estate Planning</td>
<td></td>
<td>(meets once per week)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(NOTE: students are required to spend a minimum of <strong>8 hours per week in the clinic offices</strong>. The remaining 4 hours may be worked remotely)</td>
</tr>
<tr>
<td>Entrepreneurship Law</td>
<td>3 credits</td>
<td>2 hours and 10 minutes</td>
<td>8.5 hours per week</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(meets once per week)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(NOTE: students are required to spend a minimum of <strong>6 hours per week in the clinic offices</strong>. The remaining 2.5 hours may be worked remotely)</td>
</tr>
</tbody>
</table>

*If you are a continuing clinical student or taking more than 4 hours please talk to your clinic director regarding the minimum office hours required before submitting this form.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>______</td>
<td>Thursday</td>
<td>______</td>
</tr>
<tr>
<td>Tuesday</td>
<td>______</td>
<td>Friday</td>
<td>______</td>
</tr>
<tr>
<td>Wednesday</td>
<td>______</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix B

Texas A&M University Clinical Program
Conflicts of Interest Form

1. Student Name: __________________________________________________

2. Student Phone Number: __________________________________________

3. Student Email: _________________________________________________

4. Current Outside Employment (including externships for academic credit)
   a. Outside Employer: ____________________________________________
   b. Address of Outside Employer

      _____________________________________________________________

      _____________________________________________________________

   c. Area(s) of law employer handles

      _____________________________________________________________

      _____________________________________________________________

   d. Types of legal work employer handles

      _____________________________________________________________

   e. Major clients of employer

      _____________________________________________________________

      _____________________________________________________________

5. Past Outside Employment (including externships for academic credit) If additional space is needed, please use a blank page.
   a. Past Outside Employer: _______________________________________
   b. Address of Past Outside Employer:

      _____________________________________________________________

      _____________________________________________________________
c. Non-confidential names of clients on whose cases you worked:


d. Did you work for clients whose names you believe should be kept confidential?  Yes  No

6. Office Sharing
If you work(ed) for an attorney(s) who shares office space with other attorneys, please list the names of the other attorneys.


7. Future Employment
Please list firms, agencies, or individuals with whom you are seeking employment and have obtained an interview.


8. Lawyer Relatives
If your spouse, significant other, sibling, parent, or other close relative is a lawyer, please list his/her name and the names of his/her employer or partners.


9. Volunteer Activities
List the names of your volunteer activities which might create a conflict of interest (e.g., boards of directors on which you sit, work as Court Appointed Special Advocate-CASA).


10. Current Litigation
If you, or a member of your household, are presently a party in a litigation matter, please provide a general description of the matter and the names of the attorneys and all parties.


11. Additional Information
If you need additional room to finish answers to the questions above, please use the following space. Please start any response with the number/letter of the section to which you are responding.

_______________________________________________________________

Student Signature

Date

Please use additional blank pages if you need more space.
Appendix C
HIPAA Information

HIPAA Instructions for Texas Bar CLE course

1. Before you do any of this you must set up your profile at http://www.texasbarcle.com if you don’t already have one. Then you will go in and do the following.

2. **HIPAA Training**  
The link is: http://www.texasbarcle.com/CLE/AABuy0.asp?sProductType=EV&llID=15529

   Instructions:  
   Log into www.TexasBarCLE.com  
   Click on the Online Classes/mp3s tab on the left side of the screen  
   In the keyword search box, type Essential HIPAA  
   That will pull up all classes with that title  
   The class right now is called Essential HIPAA Training for Lawyers & Support Staff  
   Click on Register for Class  
   Click where it says: I affirm I am a currently enrolled student, faculty, or staff member of a Texas ABA-accredited law school ($115.00 off)  
   A pop-up screen will ask you to click on I Affirm I Qualify  
   Click on the Purchase button  
   You will see a screen that asks for credit card information, but please note that is says:  

   ![Warning](image)

   Your order total is zero, so no payment is required. Simply click the “Continue” button below to complete your order.

   Credit Card Information - NOT APPLICABLE TO YOUR ORDER - DO NOT FILL OUT

3. Once you have completed the course you must send two things to the Associate Director of Experiential Education and Special Programs, Lori Rogde

   a. You must claim your credit from the website and send a screen shot proving your completed the class on the State Bar website  
   b. You must also send the following HIPAA training Acknowledgment form.

Both of these must be on file in the Associate Directors office before any clinic work or clinic semester can start.
HIPAA Training Acknowledgement

On__________, I attended a training session on both The Texas House Bill 300 rules and The Health Insurance Portability and Accountability Act and Privacy Standards. This training is provided for under Chapter 181 of the Texas Health and Safety Code. The Administrative, Technical and Physical requirements of the Security rule were covered as well as the uses and disclosures of "Personal Health Information" in a law firm or legal department of workplace.

This training was provided ____________________________
Via________________________(form) Ex: In person or Power Point etc.

Signed: ____________________________________________
Printed Name: ______________________________________