**OS/MLSP-25-500-S**

 **Attachment JJ**

**\*\*\*MUST BE PRINTED ON CONTRACTOR’S LETTERHEAD\*\*\***

Date:

State Project Manager

Department of Human Services

25 S. Charles Street, Room 1945

Baltimore, MD 21201

RE: Annual Continuing Legal Education and Training Certification Letter

Dear State Project Manager:

As required per the terms of the Maryland Legal Services Program CINA/TPR and/or APS/APGRB Contract, the law firm of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certifies that all Attorneys providing legal representation under this Contract have satisfied the twelve (12) hour continuing legal education and training requirement. Please find attached, the names of each attorney on staff, and the number of training hours earned during the current contract term.

Please find the attached names of each Staff Attorney who hasfailed to complete the training requirement. With this letter, I am providing an explanation for each attorney’s failure to complete the training requirement, and further document the actions this firm is taking to ensure that the missing training credit hours are made up in a timely manner. As a result of their non-compliance, these attorneys will be removed or replaced within thirty (30) days, and will not be permitted to represent clients in CINA/TPR or APS/APGRB proceedings until written verification is received by MLSP, that the required training hours have been met.

Sincerely,

Name

Contractor Project Manager

Attachments

Rev. 8/13/24