

## **SUPERVISED PRACTITIONER CERTIFICATION**

### **INSTRUCTIONS FOR REQUESTING SUPERVISED PRACTITIONER CERTIFICATION UNDER THE SUPERVISED PRACTICE RULES**

The Minnesota Board of Law Examiners administers the [Supervised Practice Rules](#). The Supervised Practice Rules permit recent graduates to participate in a paid or unpaid capacity in supervised legal employment or placement to provide legal services to clients as a supervised practitioner.

The following steps should be taken:

1. The individual applying for certification as a Supervised Practitioner should review Rule 6 and submit the appropriate [form](#) to their law school for submission to the Board office.
2. The individual applying for certification should attach to that form a letter on letterhead, signed by the supervising lawyer, confirming that the individual has reviewed Rule 5.
3. The law school should submit the above two documents and provide a letter, on law school letterhead (or containing the law school seal) stating the following:
  - a. The recent graduates full name, including the first, middle, and last name;
  - b. Verification that the individual graduated from the law school in good standing;
  - c. The date of degree conferral;
  - d. A statement that the law school will notify the Board in writing upon notice that any of the following have occurred:
    - i. The supervising lawyer or recent graduate advises the school that the employment relationship has terminated; or
    - ii. The law school becomes aware that the supervised practitioner has failed the bar in any jurisdiction or been admitted to the bar in any jurisdiction.

The request(s) should be sent to:

Mariah Colvard  
Board of Law Examiners  
180 East 5<sup>th</sup> Street, Suite 950  
St. Paul, MN 55101

Requests may be submitted electronically to: [sp@mbcle.state.mn.us](mailto:sp@mbcle.state.mn.us)

The Board of Law Examiners will verify that the recent graduate meets the requirements and will publish the list of certified Supervised Practitioners on the Board of Law Examiner's website at <https://www.ble.mn.gov/supervised-practice/>.

Certification is valid for 18 months from the date of conferral unless one of the following occurs:

1. The law school, placement entity, or the supervising lawyer sends written notice to the Board that the supervising lawyer is no longer willing to supervise the supervised practitioner;
2. The supervised practitioner resigns or is terminated from the qualifying position;
3. The supervised practitioner is admitted to the bar in any jurisdiction; or
4. The supervised practitioner fails the bar examination in any jurisdiction.

If you have questions, contact Jazlyn Bradley at the Board of Law Examiners at [sp@mbcle.state.mn.us](mailto:sp@mbcle.state.mn.us)