



Virtual Paralegal Online Training Program

Virtual Paralegal Training Center™
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Virtual Paralegal Training Center™

[Virtual Paralegal Online Training Program](#)

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About VPTC

The [Virtual Paralegal Training Center™](#) (“VPTC”) is a community that provides training and resources for paralegals and legal assistants on how to use their skills and experiences to become entrepreneurs.

VPTC was created by virtual paralegals and is operated by virtual paralegals.

What is a virtual paralegal?

Virtual paralegals are also known as independent, contract or freelance paralegals who are hired by lawyers, law firms or legal departments to provide paralegal support services on an as needed basis through such services being supplied with the use of technology such as the Internet, e-mail, fax and remote access systems.

Start-up cost: \$2,000-\$5,000 – If you already have a cell phone and a computer with Internet access; your start-up costs may be reduced by half.

Fees & salary: - Virtual paralegals usually charge between \$30-100 per hour based on region, experience and practice areas.

Target clients: Solo practitioners, small law firms and in-house legal departments

Basic equipment: Computer, printer, fax, scanner, cell phone, practice areas software

Qualifications: Three or more years experience working as a paralegal or legal assistant



About the Instructor

Cordina Charvis

Cordina Charvis is the founder and President of the [Virtual Paralegal Training Center™](http://www.virtualparalegaltrainingcenter.com) ("VPTC"). Ms Charvis started VPTC in January 2010, realizing after months of intensive research that there was little or no information available about the virtual paralegal business. She believed there must have been other paralegals looking for information about the industry.

Ms. Charvis created the Virtual Paralegal Training Center™ to provide training and resources for paralegals and legal assistants on how to use their experiences and skills to become entrepreneurs.

She has more than 13 years experience working as a corporate paralegal and has been offering virtual paralegal services since 2005. She has worked for several top national law firms and legal departments.

Cordina Charvis has earned her Master of Science degree in Investment Banking, MBA pending; she is a Bachelor of Science in Criminal Law and holds a Paralegal Certificate, ABA Approved.

Ms. Charvis is the author of the following eBooks:

- [The Ultimate Virtual Paralegal Guide](#)
- [The Attorney's Virtual Paralegal Guide](#)
- [Virtual Paralegal Sample Forms and Templates](#)
- [Virtual Paralegal Newsletter Magazine](#)

She has also written several articles relevant to the virtual paralegal business that were published by various paralegal associations.

To learn more about Cordina Charvis and the Virtual Paralegal Training Center™ you may visit her website at <http://www.virtualparalegaltrainingcenter.com> or email her at inbox@virtualparalegaltraining.com.



Virtual Paralegal Online Training Program



- **How would you like to use your paralegal skills and experiences to generate additional income or to start your own business?**

The [Virtual Paralegal Training Center™](#) provides training and resources for paralegals and legal assistants with starting and operating their businesses.

Virtual Paralegal Training

The Virtual Paralegal Online Training Program is a Self-paced Training Program for paralegals and legal assistants that are interested in launching a virtual paralegal or assistant business.

The online training program was designed to help accommodate students' varied scheduling needs. It is offered completely online therefore, no class attendance is required.

Students may start the training at any time and will be granted complete access **24 hours per day for 6 months**. Each student has 6 months to complete the course work starting from the day of registration.



Students may work through the training program at their own pace, and may work through it as quickly or as slowly as they wish. ***Some students have completed our training program in as little as 2 weeks!***

While our distance learning course offer convenience and flexibility, you will also discover that it provides a rich and dynamic learning experience.

You will have more time to reflect and focus on the steps you need to take to launch or grow your business.

At the end of the training program you should have a final draft of your business plan, it will prepare you to answer difficult interview questions and serve as a mock assignment.



Topics covered in the training program:

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- Is the virtual paralegal business for you?
 - Transitioning from an in office paralegal to a virtual paralegal
 - Starting your virtual paralegal business
 - Setting up your virtual paralegal business
 - Managing your virtual paralegal business
 - Marketing your virtual paralegal business
 - Preparing for your virtual paralegal interview



Prerequisites

- During registration all students must complete and submit an online application.
- Students must submit a copy of their resume.
- We highly recommend that our students have worked in the capacity as a paralegal or legal assistant for at least 2 years.
- ***Please note that we are not authorized to offer “Paralegal” training, certificates or degrees. Most of our students are senior paralegals and legal assistants that have worked in the capacity as paralegals/legal assistants for at least 3 years.***
- Students will need to have access to a computer with Internet service.
- Students must be members of [VPTC free blog](#) and [forum](#) to interact with other students as well as to access VPTC announcements.
- It is recommended that students subscribe to [VPTC newsletter magazine](#), Like VPTC on [Face book](#), follow VPTC on [Twitter](#) and join our Virtual Paralegal Training Center™ group on [LinkedIn](#).



How does it work?



The virtual paralegal training is a 6 months self paced program that takes a step by step approach at helping you to start and operate a virtual paralegal business. ***Some students have completed our training program in as little as 2 weeks!***

- eText Books, checklists and handouts are included in your registration fee.
- After you have completed your registration; students will be given access to our online training course for 6 months.
- At the end of the training you should have created the final version of your business plan.
- The aim of the virtual paralegal training is to give you the tools that you will need to start your business and to show you how to implement them.
- Students who have successfully completed the training program will be issue a Certificate of Completion.
- Graduates will be acknowledged on the VPTC websites and in our newsletter magazine.



Virtual Paralegal Training – Objectives



After completion of the Virtual Paralegal Training Program our students will be able to:

- Apply their paralegal experience and education as they did in an office to the virtual world.
- They will learn how to transition from the office setting to the virtual world without compromising any rules, ethics, skills or responsibilities required of a paralegal.
- They will have the resources to meet their clients' needs while growing their business.
- The Virtual Paralegal Training Center™ stays abreast of changes in the legal industry to continue to respond to the needs of its members.
- VPTC will also evaluate its training course on a regular basis and incorporate changes as it deem necessary.
- The Virtual Paralegal Training Center™ is committed to providing its members with up to date educational materials and resources that will enhance the virtual paralegal business.



Features

Tuition includes the following:

- eText books - [Virtual Paralegal eBooks & eWorkbook](#)
- Free subscription to our [Virtual Paralegal Newsletter Magazine™](#)
- Free listing in our [Virtual Paralegal Directory](#)
- Access and invitation to join and participate on our [Virtual Paralegal Blog](#)
- [Virtual Paralegal Forum](#) for discussions and participation
- Links to paralegal and business resources
- All graduates are featured in our newsletter magazine.
- Certificate of Completion

Price

The Virtual Paralegal Online Training Program is currently being offered at an introductory price of **\$79.99** for the entire 6 months.

[Please click here to Register](#)

Offer expires December 31, 2011

After December 31, 2011, the training program will be offered at its regular price of \$159.00

Contact

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