



**CLINIC Capacity
Building Institute**

Info Session

May 1, 2025



Agenda

About CLINIC

CBI Purpose and Goals

Eligibility Requirements

Application Process and Fees

Overview of Program Components

Schedule

Completion Requirements

Q&A

About CLINIC



Based in Silver Spring, Maryland



35th anniversary



Over 350 affiliates



Over 60% are not Catholic



Affiliates in 48 states and Washington DC

CBI Purpose and Goals

Purpose:

- To support organizations **seeking to** launch immigration legal services that are not yet authorized to provide them

Goals:

- To prepare organizations to apply for Department of Justice Recognition and Accreditation
- To prepare organizations to join CLINIC as Affiliates

Eligibility Requirements

Must have held
501(c)(3) nonprofit
status for at least six
months

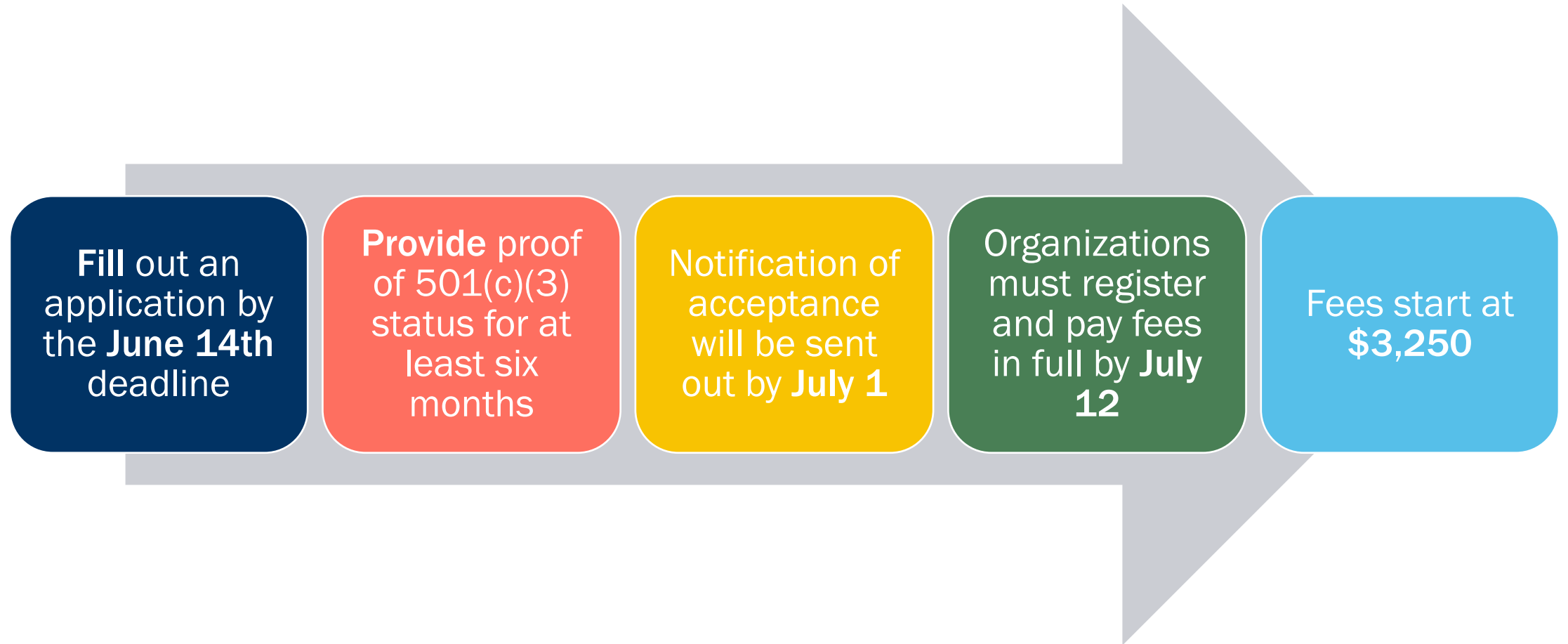
Cannot have a pending
DOJ R&A application

Must have an identified
candidate for DOJ
Accreditation

Must not be engaging in
the unauthorized
practice of immigration
law

Must have community
partnerships to provide
required supervision for
DOJ R&A application
process

Application Process



Overview of Program Components

- Required trainings:
 - Comprehensive Overview of Immigration Law (COIL)
 - Immigration Program Management Fundamentals and Best Practices
 - Fundamentals of Case Management Techniques and Strategies
 - Department of Justice Recognition & Accreditation
 - Ethics
- Optional training:
 - Grant Funding Series
- Cohort Meetings
- Office Hours
- Creation of essential business documents
 - Business Plan
 - Policies & Procedures Manual
 - DOJ R&A Application

Schedule

- Opening Cohort: August 13
- Cohort: September 10
- Cohort: October 8
- Cohort: November 12
- Office Hours: December 10
- Cohort: January 14
- Office Hours: February 11
- Office Hours: March 11
- Cohort: April 8
- Convening/ Graduation: May



Completion Requirements



All required trainings



Completed Business Plan



Completed Policies and Procedures Manual



DOJ R&A Application, ready to submit

Joining CLINIC



Upon successful completion of the CBI, Participants will be invited to apply to join CLINIC as an Affiliate



Applications are reviewed on a case-by-case basis, and affiliation is not guaranteed



The letter of Technical Legal Support for the DOJ R&A application will only be provided to organizations who are approved for CLINIC affiliation



If approved, fees for the CBI will include affiliate dues for the remainder of 2026

CLINIC seeks affiliates that:

Have a **demonstrated mission** to serve low-income and other vulnerable immigrants.

Are providing direct legal services to low-income immigrants in an authorized manner.

Have **community partnerships** already established.

Understand the **responsibility** involved in opening a legal services program.

Develop a **long-term strategy** to offer legal services to immigrants.

CLINIC seeks affiliates that could meet the following characteristics:

- Has had 501c3 status for at least 12 months
- Can provide proof that offering immigration legal services matches the organization's mission
- Is financially sound and can provide current, audited financial statements
- Has a board of directors' resolution approving CLINIC affiliation
- Has a community partner's letter of recommendation
- Does not have a pending DOJ office recognition application

Features of a strong ILS program

Authorized to offer
legal services

Legal services are
only offered if
agency is
authorized

Community
partners and
community support

Short-term and a
long-term plan for
growth and
sustainability

Protects clients'
confidentiality

Referral plan in
place

Defined scope of
service

Questions?

Cbi@cliniclegal.org

