

**TBLS PARALEGAL CERTIFICATION APPLICATION
FOR
OIL, GAS AND MINERAL LAW**

FILING DEADLINE: JUNE 6, 2025

GENERAL INFORMATION

REVIEW THE FOLLOWING DOCUMENTS BEFORE COMPLETING THE APPLICATION. You can find the documents on the website at www.tbls-bcp.org.

- **TBLS Standards for Paralegal Certification** which includes both:
Part I – General Requirements (applies to all specialty areas), and
Part II, Section VIII – Specific Area Requirements for Oil, Gas and Mineral Law
- **TBLS Paralegal Rules and Regulations**

NEED HELP OR HAVE QUESTIONS. Contact Molly Galvez, Paralegal Certification Analyst, at mgalvez@texasbar.com or call 512-706-4508 (direct) / 833-413-0253 (toll-free).

APPLICATION SUMMARY. You must complete all portions of the application and answer all questions.

1. **Current Contact and Employment Information.** TBLS requires an office address, office phone, and your office and personal e-mail for contact purposes. TBLS also requests that you provide your home address and home or cell phone number. Please make sure you have provided your most current email address to TBLS so that we can keep you updated on the status of your application. **Please be sure to contact TBLS to update your changes to your contact information.**
2. **Employment History.** You are required to have met a minimum of 5 years' actual experience working as a paralegal under the ultimate direction and supervision of a licensed attorney **BY DECEMBER 31st** of the year application is submitted.
3. **Resume.** You must submit a resume reflecting your activities for at least the 5 years immediately preceding application.
4. **Professional and Educational Information.** In addition to meeting 5 years of actual experience as a paralegal, you must meet one of the following requirements **BY THE APPLICATION FILING DEADLINE:**
 - Two additional years of actual experience working as a paralegal under the ultimate direction and supervision of a licensed attorney, for a total of 7 years of actual experience;
 - Successful completion of the National Association of Legal Assistants (NALA) Certification examination;
 - A baccalaureate or higher degree in any field;
 - An ABA approved program of education and training for paralegals;
 - A paralegal program that consists of a minimum of 60 semester credit hours of which at least 18 such credit hours are in substantive legal courses; or
 - A paralegal program that consists of at least 18 semester credit hours of substantive legal courses, plus at least 45 semester credit hours of general college curriculum courses.
5. **Continuing Legal Education.** You must complete 30 hours of CLE in the specialty area within the 3 years immediately preceding application through December 31st of the year you submit the application. Of the 30 hours of CLE, 10 hours may be self-study in the specialty area.

6. **Disclosure of Conduct.** You must answer questions as to whether you have ever been subject to an unauthorized practice of law complaint by a UPL Committee of SBOT; disbarred by SBOT or any other state licensing entity; found guilty of professional misconduct by the TXPD Professional Ethics Committee or any paralegal organization, unauthorized practice of law committee, or a court; or convicted of, or given probation or fined for, a serious crime as defined in the TBLS Standards for Paralegal Certification, Part I-General Standards, Section III, B.
7. **Substantial Involvement.** You must demonstrate your substantial involvement and special competence in oil, gas and mineral law. Your application cannot be processed unless the information requested in this section is provided.
- You must have devoted a minimum of 50% of your paralegal activities to Texas oil, gas and mineral law as defined in the Specific Area Requirements for Oil, Gas and Mineral Law **during each year of the 3 years immediately preceding application.**
 - You must describe your participation, responsibilities, and the frequency of the paralegal activities you have performed in Texas oil, gas and mineral law **within the 3 years immediately preceding application.**
8. **Applicant's Agreements and Authorization.** You will confirm by signing and dating the application that you have answered all questions completely and truthfully; you have not modified or altered the content provided on the application; agree to abide by the TBLS Standards for Paralegal Certification and TBLS Paralegal Rules and Regulations; authorize all persons and/or entities to provide TBLS with information relevant to the investigation of your application, including records in possession of the Minimum Continuing Legal Education Department of the State Bar of Texas; understand that all information received by TBLS is treated confidentially and that you have no right of access to information received by TBLS from third parties.
9. **Testament of Supervising Attorney.** Your current supervising attorney must complete this part of the application to verify that you are currently employed and supervised by an attorney duly licensed to practice in the State of Texas. Your supervising attorney will also need to affirm that he or she has reviewed the TBLS Standards for Paralegal Certification and confirm that you are performing the various paralegal activities and responsibilities as set forth in your application. TBLS at its option may request at random, additional attorneys and/or judges to attest to your competence in the specialty area.

Be sure to keep a copy of the application and any attachments submitted to TBLS for your records. Mail your completed application along with the \$75.00 filing fee (*check or money order payable to Texas Board of Legal Specialization*) to:

**Texas Board of Legal Specialization
505 E. Huntland Dr., Ste. 400, LB 28
Austin, TX 78752**

Examination. In September, you will be notified by mail as to whether you have been approved to sit for the paralegal specialty exam. **The exam is tentatively scheduled for November 8, 2025.** Exam details will be sent with the approval notification.

Past exams are not available for review. However, TBLS provides a list of Exam Specifications for each specialty area. Although the Exam Specifications are currently available on the TBLS Paralegal website at www.tbbs-bcp.org, they are currently under review. You will be notified if there are any updates.

Mail Application & Filing Fee (\$75) To:
Texas Board of Legal Specialization
505 E. Huntland Dr., Ste. 400, LB 28
Austin, TX 78752

PL OG LAID: _____ -2025

**TBLS PARALEGAL CERTIFICATION APPLICATION
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OIL, GAS AND MINERAL LAW**

1. CURRENT CONTACT AND EMPLOYMENT INFORMATION

Name: _____ Texas Bar #: _____
(if applicable)

Firm, Partnership, or
Professional Corp.: _____

Office Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Office Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home/Cell: _____ Personal Email: _____

Note: You must update TBLS at any time you have a change in your employment or contact information.

Supervising Attorney's Name: _____

Texas Bar #: _____ Employment Begin Date: _____
(MM/YYYY)

Mark the area(s) of law below that are associated with your current paralegal activities.

Administrative	Criminal	Labor & Employment
Aviation	Criminal Appellate	Legislative & Campaign
Bankruptcy	Estate Planning & Probate	Oil, Gas & Mineral
Child Welfare	Family	Personal Injury Trial
Civil Appellate	Health	Real Estate
Civil Trial	Immigration & Nationality	Tax
Consumer & Commercial	Insurance	Worker's Compensation
Construction	Juvenile	Other (specify below):

Applicant's Name: _____

2. EMPLOYMENT HISTORY

You must meet 5 years of experience working as a paralegal under the direct supervision of a licensed attorney BY DECEMBER 31st of the year application is submitted.

Other than the information that you provided on your current employment, you must provide the required information for all positions you have held working as a paralegal. **It is very important for you to provide your dates of employment in order for the TBLS to determine that you meet 5 years of experience working as a paralegal under the direct supervision of a licensed attorney. You may copy this page if more space is needed.**

Supervising Attorney's Name: _____ Texas Bar #: _____

Firm, Partnership, or Professional Corp.: _____

Office Address: _____

City: _____ State: _____ Zip: _____ Office Phone: _____

Employment Dates (MM/YYYY) Begin: _____ End: _____

Mark the area(s) of law below that are associated with your current paralegal activities.

Administrative	Criminal	Labor & Employment
Aviation	Criminal Appellate	Legislative & Campaign
Bankruptcy	Estate Planning & Probate	Oil, Gas & Mineral
Child Welfare	Family	Personal Injury Trial
Civil Appellate	Health	Real Estate
Civil Trial	Immigration & Nationality	Tax
Consumer & Commercial	Insurance	Worker's Compensation
Construction	Juvenile	Other (specify below): _____

Supervising Attorney's Name: _____ Texas Bar #: _____

Firm, Partnership, or Professional Corp.: _____

Office Address: _____

City: _____ State: _____ Zip: _____ Office Phone: _____

Employment Dates (MM/YYYY) Begin: _____ End: _____

Mark the area(s) of law below that are associated with your current paralegal activities.

Administrative	Criminal	Labor & Employment
Aviation	Criminal Appellate	Legislative & Campaign
Bankruptcy	Estate Planning & Probate	Oil, Gas & Mineral
Child Welfare	Family	Personal Injury Trial
Civil Appellate	Health	Real Estate
Civil Trial	Immigration & Nationality	Tax
Consumer & Commercial	Insurance	Worker's Compensation
Construction	Juvenile	Other (specify below): _____

Applicant's Name: _____

3. RESUME

Submit a resume reflecting your activities for at least the 5 years immediately preceding application.

(Max. 6000 characters)

Applicant's Name: _____

4. PROFESSIONAL / EDUCATIONAL INFORMATION

A. You must meet one of the following requirements **BY THE APPLICATION FILING DEADLINE**. Mark the box below to indicate the requirement(s) you meet.

1. Two additional years of actual experience working as a paralegal under the direct supervision of a licensed attorney, for a **total of 7 years of actual experience**.
2. Successful completion of the National Association of Paralegals (NALA) Certification Examination.
Date Certified (MM/YYYY): _____
3. A baccalaureate or higher degree in any field.
4. Successful completion of an ABA approved program of education and training for paralegals.
5. Successful completion of a paralegal program that consists of a minimum of 60 semester credit hours (or equivalent quarter hours) of which at least 18 such credit hours are in substantive legal courses
6. Successful completion of a paralegal program that consists of at least 18 semester credit hours of substantive legal courses, plus at least 45 semester credit hours (or equivalent quarter hours) of general college curriculum courses

B. If you marked any of question #s 3-6 above, provide the following information.

Name of Institution or Program:

Address: _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____

Date Degree Conferred or Program Completed: _____
(MM/YYYY)

C. List the local paralegal associations/organizations in which you are a member.

(Max. 450 characters)

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Applicant's Name: _____

5. CONTINUING LEGAL EDUCATION

You must complete 30 hours of CLE in the specialty area **within the 3 years immediately preceding application** through December 31st of the year you submit application. Of the 30 hours of CLE required, 10 hours may be self-study in the specialty area. **All CLE submitted with this application must deal with subjects in the specialty area.**

A. Submit the number of self-study hours you wish to claim in the specialty area for each year below.

2025 _____ 2024 _____ 2023 _____ 2022 _____

B. Provide the following information for courses you have completed in the specialty area **within the 3 years immediately preceding application**. You may copy this page if additional space is needed or you may submit copies of your certificates of completion/attendance.

Course Title: _____			
Name of Sponsor: _____			
MCLE Course #: <i>(if applicable)</i>	_____	Course Date: <i>(MM/DD/YYYY)</i>	_____ # of Participatory Hr(s): _____
Brief Description of Subject Matter: _____			

Course Title: _____			
Name of Sponsor: _____			
MCLE Course #: <i>(if applicable)</i>	_____	Course Date: <i>(MM/DD/YYYY)</i>	_____ # of Participatory Hr(s): _____
Brief Description of Subject Matter: _____			

Course Title: _____			
Name of Sponsor: _____			
MCLE Course #: <i>(if applicable)</i>	_____	Course Date: <i>(MM/DD/YYYY)</i>	_____ # of Participatory Hr(s): _____
Brief Description of Subject Matter: _____			

Course Title: _____			
Name of Sponsor: _____			
MCLE Course #: <i>(if applicable)</i>	_____	Course Date: <i>(MM/DD/YYYY)</i>	_____ # of Participatory Hr(s): _____
Brief Description of Subject Matter: _____			

6. DISCLOSURE OF CONDUCT

YES NO

- A.** Have you been disciplined or removed from membership by any local paralegal organization or State Bar related organization?
- B.** Are you currently a licensed attorney subject to a disciplinary sanction that prohibits you from practicing law in Texas or any other State?
- C.** Have you ever been disciplined or sanctioned by any court?
- D.** Have you ever been a licensed attorney subject to a disciplinary sanction which prohibits you from practicing law in Texas or any other State?
- E.** Have you ever been the subject of an Unauthorized Practice of Law complaint by the UPL Committee of the State of Texas?
- F.** Have you ever been convicted, given probation (whether deferred or not) or fined for a serious crime as defined in Part I, General Standards, Section III, B which includes any felony or misdemeanor involving moral turpitude or any other felony?

7. SUBSTANTIAL INVOLVEMENT

- A.** You must have devoted a minimum of **50%** your paralegal activities to Texas oil, gas and mineral law **during each year of the 3 years immediately preceding application**. Submit your percentages for each calendar year below.

2024 = _____ % 2023 = _____ % 2022 = _____ %

- B.** You must demonstrate your substantial involvement and special competence in Texas oil, gas and mineral law by providing a detailed description of your responsibilities and participation as a paralegal in each of the following tasks or any additional task(s) in the specialty area not listed below **during the 3 years immediately preceding application**. It is important to include in your description the frequency (*i.e., 2 weekly; 2 to 5 monthly; or 12+ annually*) that best represents your activities within each of the tasks.

- | | |
|--|---|
| <ul style="list-style-type: none"> • Oil, gas and mineral leases • Lease assignments • Drilling or division order title opinions • Division orders • Purchase and sales contracts for oil, gas and minerals • Lease ratifications • Pooling or unitization agreements • Farmout agreements • Drilling and service contracts • Operating agreements • Mineral or royalty deeds • Easements, surface use and/or damage agreements • Gathering, processing, and transportation agreements • Oil, gas and mineral deeds of trust | <ul style="list-style-type: none"> • Oil, gas and mineral financing transactions • Sales, purchase, and trades of oil, gas and mineral properties • Lease operation disputes • Ad valorem and other tax matters • Environmental issues, agreements, or claims, including those related to hydraulic fracturing • Seismic agreements and the right of oil and gas operators to conduct seismic operations • Mineral contractor liens • Issues related to royalty payment, including production valuation and the deduction of post-production costs • Issues arising out of horizontal drilling, including regulatory issues and the ownership of production • Areas of mutual interest, participation, and development agreements • Other oil, gas and mineral law matters or transactions |
|--|---|

Provide a detailed description of your paralegal responsibilities in the specialty area in the text box on the following page.

Applicant's Name: _____

Substantial Involvement Description *(Max. 6860 characters)*

Applicant's Name: _____

8. APPLICANT'S AGREEMENTS AND AUTHORIZATION

In submitting this application to TBLS, I verify that I have answered all questions completely and truthfully, and that all information provided is accurate. I agree to abide by the provisions of the TBLS Standards for Paralegal Certification and the TBLS Paralegal Rules and Regulations.

I authorize all persons and entities to provide TBLS or its authorized representative with all information relevant to the investigation of this application, specifically including records in possession of the Minimum Continuing Legal Education Department of the State Bar of Texas.

I understand that all information received by TBLS shall be treated confidentially and that I have no right of access to information received by TBLS from third parties.

Applicant's Signature: _____ **Date:** _____
(MM/DD/YYYY)

9. TESTAMENT OF SUPERVISING ATTORNEY

I affirm that I have reviewed the Standards for Paralegal Certification, and I am fully aware of the requirement that an applicant shall be employed in the State of Texas working under the direct supervision of a duly licensed attorney doing business in the State of Texas.

I have reviewed this application and confirm that the applicant who has completed and signed this TBLS Paralegal Certification Application for Oil, Gas and Mineral Law is employed under my supervision and is performing the various paralegal activities and responsibilities as set forth in this application.

I understand that TBLS may, at its option, request at random additional attorneys and/or judges to attest to the applicant's competence in the specialty area.

Supervising Attorney's Signature: _____ **Date:** _____
(MM/DD/YYYY)