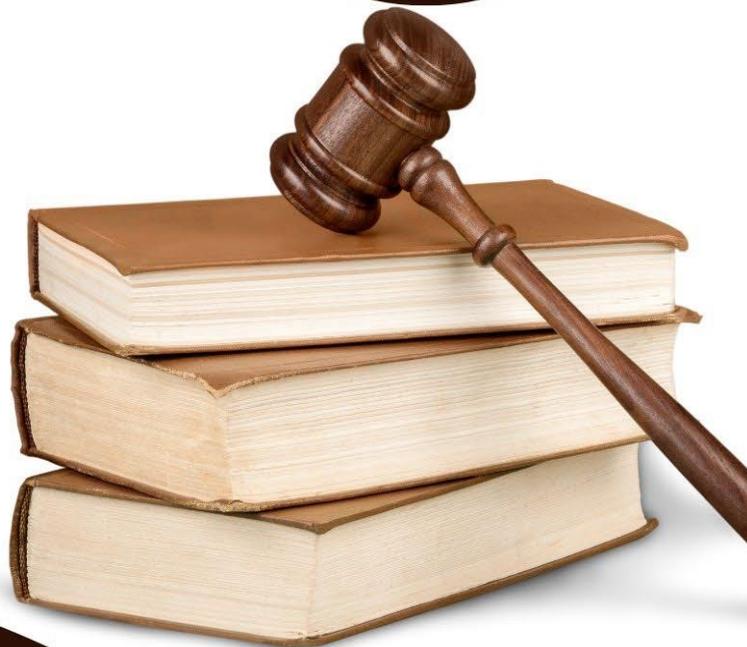




# **YOU AND THE LAW<sup>®</sup>**

**PARALEGAL CERTIFICATE COURSE**

**Student  
Handbook**



**THE FIRST TIME YOU LEARN LAW  
SHOULD NOT BE STANDING IN  
FRONT OF A JUDGE.**

[www.youandthelaw.org](http://www.youandthelaw.org)

# You and the Law Paralegal Certificate Program Catalog

*Brought to you by A Promise to Care East.*



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Ohio Board of Schools and Colleges Registration No. 2271.

# You and the Law Paralegal Certificate Program Catalog

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## Mission Statement

A Promise to Care East is more than an educational institution. We promise knowledge, excellence, support, and opportunity. We aim to empower our students with the skills necessary to produce fairness and growth in an area that really matters. The paralegal and office clerk markets rewarding, fast-paced, and growing. Students can apply the lessons of this course and join the business this year.

- **Course objective:** Address the pressing need to elevate and empower underserved communities through comprehensive criminal law education, ensuring a more equitable American experience.
- **Background:** Over two million households in Ohio alone grapple with the complexities of criminal law due to insufficient knowledge, compromising their quality of life and overall experience in our great nation. This glaring disparity isn't just a statistic; it's a call to action for a brighter, more informed future.
- **Success Metrics:** We've witnessed the transformative power of awareness and education through landmark campaigns like the Opioid Awareness initiative and the H.I.V. Awareness movement. The ripple effects of these efforts have been felt nationwide, reinforcing the profound impact of informed communities.
- **Program Details:** Our proposed initiative seeks to change the paradigm where the majority of our citizens first encounter law while standing in front of a judge. Instead, we envision a society where every individual, irrespective of their background, is armed with the knowledge of their rights, responsibilities, and the intricacies of the legal landscape.
- **Empowerment:** This isn't just about education; it's about empowerment. Knowledge equips citizens with the tools to make informed decisions, champion their rights, and be proactive

contributors to society. When "We the People" are informed, we truly harness the power that the Constitution endows upon us.

- **National Impact:** While our efforts initiate in Ohio, the blueprint for success can be replicated nationwide. As we raise the benchmark for legal education, we raise the bar for the American experience itself.
- **Closing Appeal:** Join us in this visionary endeavor, and let's collectively invest in a future where every citizen is both informed and empowered. With federal support, we can redefine the narrative, ensuring that everyone, irrespective of their background, has access to the legal knowledge that shapes our nation's foundation.

## **Introduction**

Welcome to You and the Law, a paralegal course brought to you by A Promise to Care East! Our institution provides top-quality education in the field of paralegal studies. Consistent with our name, we are committed to fostering excellence and offering a comprehensive program that prepares our students for success in their lives and careers.

## **School Administration and Records**

We ensure accurate and complete student records, maintaining information related to admission, enrollment, progress, and evaluation. Our commitment extends to transparency, allowing students to access their records upon request.

## **Quality Assurance and Operational Management**

Our experienced administrative team, led by our designated School Director, oversees academic affairs, student services, and administrative operations. We prioritize program continuity, effective management practices, and individualized student support.

## **Continuing Education and Professional Development**

Key positions in our institution undergo regular training to enhance their skills and stay updated on compliance and ethical standards. We work with well-established counsel and legal professionals who care about your outcome and remain dedicated to maintaining high standards of professionalism.

## **Catalog Publication and Information**

Our catalog serves as a comprehensive guide, offering accurate and factual details about our institution, programs, policies, and more. We update it biennially to ensure accuracy and relevance. Our virtual support team remains available to answer any questions and help you achieve our core objective: enriching, teaching, and empowering students to reach promising goals.

## **Program Details**

Welcome to You and the Law, a comprehensive long-distance learning course designed to equip students with the skills necessary to become competent paralegals. This is a certificate program which offers the potential to further studies towards an associate degree for those seeking to deepen their knowledge.

### **A. Course Overview:**

Through this curriculum, students will discover the essential topics that form the foundation of paralegal expertise, preparing you for a successful career in the legal field. The course covers the following subjects:

- ✓ Essential basics to case review and litigation.

- ✓ Forums available for relief, under Ohio law, including the time limitations which may apply and scope of each vehicle.
- ✓ Legal Terminology: Learn the language of law, essential for effective communication and understanding within the legal context.
- ✓ The U.S. and Ohio Court System: Explore the structure and functioning of the American and Ohio court systems, including their jurisdictions and hierarchy.
- ✓ Legal Investigations: Master the art of conducting thorough legal investigations, gathering vital evidence to support legal cases.
- ✓ Legal Writing and Research: Develop proficient legal writing skills and learn effective research techniques to support your legal arguments.
- ✓ Statutes and Rules: Understand the significance of statutes and rules in the legal framework, including important canons of statutory construction.
- ✓ Dissecting Case Law: Learn how to read and analyze judicial opinions, including identifying key elements and reasoning behind the court's holdings, reasoning behind the hold, key facts, concurring opinions, dissenting opinions, and nature of holding, etc.

## **B. Advanced Course:**

Upon completion of this course, an advanced course is available to further enhance your research and study skills. This course is thorough and complete. However, the advanced course is a necessary to gain practice and insight on the seasoned knowledge of law necessary to practice and win.

## **C. Course Requirements:**

Through this journey you will gain the knowledge necessary to become a skilled paralegal, contributing to a just and informed society. To successfully complete the program and earn your certificate, you will be required to:

- ✓ Successfully engage Seven Modules
- ✓ Complete 17 Exams
- ✓ Engage 27 Submitted Projects
- ✓ Complete 96 Clock Hours
- ✓ Pass the mid-term and final exams, with at least an average score of 70%.

## **D. Estimated Completion Time:**

We offer two completion time options based on your preference and commitment:

- Fast track = 3 months<sup>1</sup>
- Average time = 4 months

## **E. Offered in English and Spanish:**

We believe in providing education that reaches and benefits a diverse audience. Hence, this course is available in English and currently being developed in Spanish, maximizing its educational impact.

## **F. Social and Cultural Impact:**

You and the Law is not only designed to offer legal knowledge but also addresses the impact of legal unawareness in disenfranchised communities. By offering this course, we aim to empower individuals and foster positive change, create promising careers, and benefit society for generations to come via a change in culture and quality of knowledge passed around in homes.

---

<sup>1</sup> Note that this course offers you the flexibility to study at your own pace, making it convenient for both faster and more relaxed learners.

## **G. Module Highlights:**

### **1. Module One: Pre-course Tips, 9 Clock Hours.**

- ✓ Diagnostic test to assess your legal knowledge and identify areas of improvement.
- ✓ Essential skills for framing claims and defenses, understanding legal relief options, and navigating evolving legal landscapes.

### **2. Module Two: Introduction to Legal Words and Phrases, 9 Clock Hours.**

- ✓ Introduction to over 150 common legal words and phrases crucial for reading case law, statutes, and drafting briefs.
- ✓ Avoiding inaccuracies to prevent serious legal consequences.
- ✓ Cultivating critical thinking for effective legal arguments.

### **3. Module Three: Introduction to Statutes and Rules, 6 Clock Hours.**

- ✓ Understanding the roles of statutes and rules within the legal system.
- ✓ Distinguishing between substantive and procedural statutes and their significance.
- ✓ Introducing canons of statutory construction and rule hierarchy.

### **4. Module Four: Introduction to Case Law, 18 Clock Hours.**

- ✓ Emphasizing the importance of case law and how to properly construe it.
- ✓ Identifying key elements of a judicial opinion, including the holding, reasoning, key facts, dicta, nature of authority, and more.
- ✓ Recognizing various types of opinions and their implications.

### **5. Mid-Term Exams. 8 Clock Hours.**

## **6. Module Five: Introduction to Your Constitutional Rights, 6 Clock Hours.**

- ✓ Exploring the federal and state constitutional rights of criminal defendants.
- ✓ Understanding the scope and nature of constitutional rights under the Ohio and United States Constitutions.
- ✓ Analyzing the interplay between different constitutional rights.

## **7. Module Six: Effect of Constitutional Violations, 8 Clock Hours.**

- ✓ Investigating the impact of constitutional violations on convictions and sentences.
- ✓ Understanding standards for relief during appellate and habeas processes.
- ✓ Identifying potential errors and grounds for relief.

## **8. Module Seven: Integrating AI for Legal Research and Memo Drafting, 20 Clock Hours.**

Where internet is accessible, this module will equip paralegal students with the skills to effectively utilize AI tools, such as ChatGPT and Case Text Co-Counsel, for legal research and drafting concise, impactful memos. The focus will be on using these technologies to quickly gather relevant case law, statutes, and legal commentary to support case analysis. Students will learn how to:

- ✓ Input precise legal queries into AI systems to gather targeted information.
- ✓ Draft and format memos that summarize findings in a professional, legal style.
- ✓ Use AI-generated content as a starting point, ensuring accuracy and compliance with ethical research standards.
- ✓ Enhance productivity by leveraging AI for rapid memo preparation in response to client or attorney requests.

- ✓ The component will include practical exercises where students will generate memos for assigned legal scenarios, helping them understand how AI can streamline complex research tasks and improve the quality of their work.

## **9. Final Exams: 8 Clock Hours.**

### **H. Graduation Credential:**

- ✓ Upon completion, a Certificate of Completion will be awarded.

### **I. Program Calendar**

The following is a calendar of events and classes for 2025. The first class of the year begins on Tuesday, January 2, 2025, and ends on Friday, May 3, 2025. The second class for the year begins on May 13, 2025, and ends on September 9, 2025. The final class of the year begins on September 9, 2025, and ends on December 30, 2025.

## Class Calendar for Year 2025

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6	4	5	6	7	8	9	10	3	4	5	6	7	8	9
7	8	9	10	11	12	13	11	12	13	14	15	16	17	10	11	12	13	14	15	16
14	15	16	17	18	19	20	18	19	20	21	22	23	24	17	18	19	20	21	22	23
21	22	23	24	25	26	27	25	26	27	28	29			24	25	26	27	28	29	30
28	29	30	31											31						

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8
7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15
14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22
21	22	23	24	25	26	27	26	27	28	29	30	31		23	24	25	26	27	28	29
28	29	30												30						

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6	4	5	6	7	8	9	10	1	2	3	4	5	6	7
7	8	9	10	11	12	13	11	12	13	14	15	16	17	8	9	10	11	12	13	14
14	15	16	17	18	19	20	18	19	20	21	22	23	24	15	16	17	18	19	20	21
21	22	23	24	25	26	27	25	26	27	28	29	30	31	22	23	24	25	26	27	28
28	29	30	31											29	30					

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7
6	7	8	9	10	11	12	10	11	12	13	14	15	16	8	9	10	11	12	13	14
13	14	15	16	17	18	19	17	18	19	20	21	22	23	15	16	17	18	19	20	21
20	21	22	23	24	25	26	24	25	26	27	28	29	30	22	23	24	25	26	27	28
27	28	29	30	31										29	30	31				

Holidays and Observances: No Class if date red or listed below.

- |                                   |                        |                         |
|-----------------------------------|------------------------|-------------------------|
| Jan 1 New Year's Day              | Jun 19 Juneteenth      | Nov 28 Thanksgiving Day |
| Jan 15 Martin Luther King Jr. Day | Jul 4 Independence Day | Dec 24 Christmas Eve    |
| Feb 19 Presidents' Day            | Sep 2 Labor Day        | Dec 25 Christmas Day    |
| May 27 Memorial Day               | Oct 14 Columbus Day    | Dec 31 New Year's Eve   |
|                                   | Nov 11 Veterans Day    |                         |

## Financial Information

The tuition for the course, which includes books and fees, is \$5,625.00. The schedule of fees will be determined according to the financial aid or grants received. The student will be responsible for paying any balance not covered by financial aid or tuition within one year of gaining employment after graduating.

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 100 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10, which provides:

- A student who withdraws before the first class and after the 5-day cancellation period shall remain obligated for the registration fee.
- A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

A Promise to Care East will make all appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

## Scholarship and Grant Opportunities

Explore the several scholarship and grant plans we have to offer, each designed to support your educational journey.

### Standards of Academic Progress

- **Quantitative Measure (Completion Rate):** Students must make progress by completing a certain percentage of the courses they attempt. This is usually measured through a completion rate or a pace requirement. Students who take this course are required to successfully complete at least 67% of all assignments.
- **Maximum Timeframe:** Financial aid recipients are expected to complete their program of study within a specified timeframe.
- **Appeal Process:** Most institutions have an appeal process in place for students who fail to meet the academic progress standards due to extenuating circumstances, such as a medical emergency or a family crisis. Students can usually appeal and provide documentation to explain why they were unable to meet the requirements.
- **Probation and Suspension:** If a student fails to meet the academic progress standards, they might be placed on academic probation for a specific period during which they can regain eligibility for financial aid by meeting the requirements. If a student continues to not meet the standards while on probation, they can be suspended from the course and appeal the decision as allowed by law. If a student applies himself and meets the assignment curriculum and meets the 67% passing rate, they will graduate and be awarded their certificate.

## **Tuition Refund Policy**

If a student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 152 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

- A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

## **Faculty Members and Assignments**

The Program Director is Ms. Toniqua Walker. She is the C.E.O. of a promise to care and is responsible for a successful learning experience, dictated by the requirements of the Ohio Board of Schools and Colleges and the legal professionals who sit on her staff. She personally facilitates the testing, progress, and evaluations of each student. She has successfully managed and operated A Promise to Care for five years.

Mr. William B. Norman is the Assistant Program Director. He possesses a Juris Doctor (J.D.) degree from Cleveland Marshall College of Law. He is licensed to practice law in Ohio courts, various United States Court of Appeals, and the United States Supreme Court. Mr. Norman is responsible for overseeing the course, the progress of each student, the quality of the supporting staff, and all other aspects of the agency which deal with law and procedure.

Mr. Jermaine L. Levy is our Chief Educator and is responsible for the day-to-day activities relating to the course, including product development, staff and student communications, testing and evaluations, supplies and materials, digital media, outreach relations, pro-bono activities, and any other needs required for success of the course.

## **Student Support and Grievance Procedures**

Our commitment to student success extends to providing avenues for addressing concerns. Learn about our grievance procedures and how to communicate complaints effectively. We guarantee a meaningful, challenging, and professional journey. If any grievances arise, trained staff remain available to ensure the promised experience. Students are advised of their right to contact the State Board of Ohio Schools and Colleges with any grievances or complaints regarding the resolution thereof by writing the State Board at 30 East Broad Street, Suite 2481, Columbus Ohio 43215-3414,

by calling the State Board at (614) 466-2752, by calling the State Board toll free at (877) 275-4219, fax at (614) 466-2219, email at [bpsr@scr.state.oh.us](mailto:bpsr@scr.state.oh.us), website at <http://scr.ohio.gov/>

## **Institutional Approvals**

Discover the approvals that validate the quality of our programs and institution. We are approved by the Ohio Board of Schools and Colleges. We work with high quality members of the legal community to ensure up-to-the-minute insight and practices.

### **Ohio Administrative Code § 3332-1-11 Compliance**

Institutional scholarship award plans are tuition and fee credits, or other institutional financial aid programs intended for applicants or other interested persons prior to enrollment in school.

All institutional scholarships provided and administered by A Promise to Care will be submitted to and approved by the board, prior to the awarding of any scholarships by the school.

All scholarship awards will be chosen by a committee of persons who are not employed by the school. The names of scholarship applicants will not be released to the school without board approval. The scholarship plan will be printed in the school catalog or bulletin and will provide the following information.

- (1) Name of the scholarship award.
- (2) Number of awards available during each session or term.
- (3) Value of the scholarship.
- (4) Eligibility requirements for the award.
- (5) Application dates and deadlines.
- (6) How the scholarship will be awarded (tuition credit, cash, book credit, etc.).
- (7) Whether the scholarship can be renewed, and if so, the requirements for renewal.

(8) The source of the scholarship. Whether it is funded by the school, an outside entity or other source.

All scholarship and grant applications will be filed with the board and await the board to notify A Promise to Care when the application has been approved. Our first year open is approaching, the requirements of this section will be complied with in our revised catalog, to be released upon approval and receipt of qualifying funds.

## **Entrance Requirements**

- Age Requirement: All ages accepted.
- Educational Background: A high school diploma and General Education Diploma are both accepted and encouraged, but not required.
- Application: Applicants must fill out an application and pay the required fee, unless waived.
- Entrance Tests: No entrance test is required. A diagnostic test is included in Module One to enhance the journey of each student. It is graded like every other test, but it does not affect admission.
- Interview: This is a long-distance learning course. Therefore, no face-to-face interview is required. Students may call or email our trained staff with any questions or concerns.
- Financial Considerations: Trained staff are available to consult with each student and structure scholarship and grant options, alongside any other payment plan.

## **Credit for Previous Education, Training, or Experience**

The content of the course must be mastered with satisfactory completion to receive a certificate.

The objective of the course and tests which attach is to ensure that when students receive their certificate, they are trained to the level our legal professionals and team demands. No credit will be afforded for past education or training.

## **Satisfactory Work and Grading Requirements**

You and the Law is a long-distance learning course akin to an undergrad course. Meaning it is designed to introduce students to criminal law and procedure. All tests and Modules were designed with the aptitude of a beginning in mind. Notwithstanding, tremendous growth can be gained by applying yourself. A final test score of 68% is needed to graduate. We have confidence that if a student applies themselves and the lessons taught, they will score well above what is needed. Student support staff will always remain available to help individual students in any area needed.

### **Make-Up Work**

Make-up work and assignments will be due 30 days after the initial deadline. Students are encouraged to work at a comfortable pace. Expectations of progress and self-application will be enforced. A professional support staff is part of our team. Contact us immediately with any questions or requests for help.

### **Resume Assistance**

A resume is often the first impression a person can make on a potential employer. By implementing the tips which follow, our students will create a resume that effectively showcases their qualifications and increases the chance of securing an interview. If students need further assistance or have questions, our support staff will remain available. Their success is our success. In furtherance of our commitment to excellence, students are offered the opportunity to close out their program with an educational on resume writing, including, but not limited to, the following:

A. Use Clear Formatting and Organization:

- ✓ Use a clean and professional format with consistent fonts and bullet points for easy readability.

- ✓ Arrange sections in a logical order: Contact Information, Summary/Objective, Experience, Education, Skills, and any relevant additional sections. B. Tailor your resume to the successful interests of the company:
- ✓ Customize your resume for each job application. Highlight experiences and skills that directly align with the job description.
- ✓ Incorporate relevant keywords from the job posting to enhance your resume's visibility in applicant tracking systems (ATS). C. Provide proper contact Information:
- ✓ Include your full name, professional email address, and phone number.
- ✓ You may also include your LinkedIn profile or personal website if they are professionally maintained.

D. Summarizing your career and employee objectives:

- ✓ Write a concise and compelling summary or objective that highlights your key qualifications towards the need of the company and your career goals.
- ✓ Showcase what you can offer to the employer and how you can contribute to their organization.

E. Highlight your educational and work experiences:

- ✓ List your work experience in reverse chronological order (most recent first).
- ✓ For each position, include your job title, company name, location, dates of employment, and a bullet-point list of responsibilities and achievements.
- ✓ Quantify your achievements with specific metrics when possible (e.g., "Increased sales by 25% in the first quarter").
- ✓ Highlight and summarize your educational experiences and training that could contribute to workplace production.

F. Provide a summary of your general education:

- ✓ Include your highest level of education, including the degree earned, institution name, location, and graduation date.
- ✓ If you have relevant certifications, licenses, or additional training, include them in this section as well. G. Skills:
- ✓ Highlight both hard skills (technical abilities) and soft skills (communication, leadership, etc.) relevant to the job.
- ✓ Use bullet points for easy readability and avoid overcrowding this section with excessive information.

#### H. Achievements and Projects:

- ✓ If applicable, create a separate section for notable achievements, awards, or significant projects that demonstrate your skills and dedication.

#### I. Use Action Verbs:

- ✓ Begin each bullet point in your experience section with strong action verbs to showcase your accomplishments (e.g., "managed," "developed," "achieved").

#### J. Proofread your resume for accuracy and completeness:

- ✓ Thoroughly proofread your resume to ensure it is free of grammatical errors, typos, and inconsistencies.
- ✓ Verify that all dates, contact information, and details are accurate.

#### K. Keep it Concise:

- ✓ Aim for a resume length of one page for less experienced candidates, and up to two pages for those with extensive experience.

## Online Access to Catalog Information

Our commitment to accessibility extends to our website. You can find our catalog and other information twenty-four hours a day at [www.youandthelaw.org](http://www.youandthelaw.org)

### NOTICE TO INSTITUTIONAL ALLIES AND SPONSORS

*A Promise to Care East* believes that education is not just a tool for personal growth but also a powerful key to unlocking opportunities for a better future. Our *You and the Law* program is designed specifically to accommodate and grow incarcerated students, with a focus on helping them develop critical etiquette and life skills, essential for their reintegration into society. These skills are foundational, as they prepare our students not only to navigate professional environments but also to build meaningful relationships and contribute to their communities upon release.

As part of our commitment to ensuring successful reentry, where available, our course offers live, in-person classes, where students are immersed in a curriculum that covers job readiness, personal conduct, and social responsibility. Under the guidance of Mr. Jermaine Levy, our head instructor and founder of *You and the Law*, students will learn from someone who exemplifies the very success we seek to foster. Mr. Levy's proven plan, which he has applied successfully in his own life, serves as a model for the transformation our students can achieve. His journey demonstrates that with the right tools and support, returning citizens can overcome the obstacles they face and thrive.

In addition to life skills training, we offer job placement assistance in any field immediately available, through our connections, to our students upon release. We understand that securing and scheduling employment before you even arrive home is critical to establishing stability and preventing recidivism. Our team is dedicated to helping students secure positions that align with

their skills, experiences, and immediate opportunities, ensuring they have the resources to succeed from day one.

Furthermore, we recognize that housing is one of the greatest challenges facing returning citizens. To address this, we have partnered with housing agencies to provide our students with connections and information on programs available to them. By helping students secure stable housing, we aim to remove one of the most significant barriers to successful reintegration.

Consistent with our goals and collaboration with *You and the Law*, A Promise to Care East seeks not only educate but to uplift our students, preparing them for the challenges they will face after incarceration. By equipping them with practical skills, providing immediate job placement assistance, and ensuring access to housing resources, we are committed to setting them on the path to success. We are confident that, through this holistic approach, we can help break the cycle of reentry failure and pave the way for lasting, positive change.

Sincerely,

Ms. Toniqua Walker, Program Director

Mr. Jermaine L. Levy, Chief Instructor.

Mr. William B. Norman, Esq.