

CERTIFIED PARALEGAL EXAMINATION APPLICATION FORM

NALA
1516 South Boston ■ Suite 200 ■ Tulsa, Oklahoma 74119
(918) 587-6828 ■ FAX (918) 582-6772 ■ <http://www.nala.org>

GENERAL INFORMATION - MUST BE COMPLETED BY ALL APPLICANTS

NALA Account Number:		
Last Name:	First Name:	MI:
Home Address		
City:	State:	ZIP:
Home Phone: ()	Check Preferred Mailing Address: " Home " Office	
Employer's Name:		
Address:		
City:	State:	ZIP:
Office Phone: ()	FAX Number: ()	
Preferred E-mail:		
Years of Paralegal Experience:	Total Years of Legal Experience:	
Examination Date:	Last 4 Digits of Social Security #:	
Amount Paid: \$	Paid By: " MasterCard " VISA " Discover " AmEx " Firm Check #	
Credit Card Acct #:	Expiration Date:	
Name As Appears On Card:	" NALA Member " Non-NALA Member	

NOTE: The Certified Paralegal examination is administered in compliance with requirements of the Americans With Disabilities Act. All special requests must accompany this application form.

Examinees qualifying for special accommodations must attend an ACT Testing Center. The list of ACT testing sites is available from: <http://www.act.org/actcenters/locate/index.html>

SUBSTANTIVE LAW SECTION - APPLICANTS MUST SELECT FOUR AREAS

- | | | |
|---|---|--|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Business Organizations | <input type="checkbox"/> Estate Planning & Probate |
| <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Criminal | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Contract | <input type="checkbox"/> Litigation | <input type="checkbox"/> Family Law |

APPLICANT ATTESTATION - MUST BE SIGNED BY ALL APPLICANTS

I hereby declare that the above information is complete and truthful. I further pledge not to divulge the contents of any examination questions for certification as a paralegal by NALA (the "Examination Questions"), and agree to be bound by the Code of Ethics and Professional Responsibility of NALA. Inasmuch as it is and ever will be impracticable and extremely difficult to determine the actual damages resulting to NALA, should I divulge the contents of any Examination Questions, I agree to pay NALA, as liquidated damages and not as a penalty, the sum of \$500 for each breach of my agreement not to divulge the contents of any Examination Questions. I further understand that the CP designation may be suspended or revoked and that I may be prohibited from taking any further NALA exams, including, but not limited to, any specialty practice area exams or retaking the general certification exam for the following reasons:

1. Falsification of information on application form.
2. Subsequent conviction of the unauthorized practice of law.
3. Failure to meet continuing legal education requirements as required by the Certifying Board.
4. Divulging the contents of any Examination Questions.
5. Subsequent conviction of a felony.
6. Violation of the NALA Code of Ethics and Professional Responsibility.

With full knowledge of the above requirements and agreement to be bound by any decisions of the Certifying Board for Paralegals of NALA, with respect to examinations or designations, I submit this application.

Signature	Print Name
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QUALIFICATIONS

Candidates for certification must meet one of the following requirements outlined in Categories 1, 2, or 3 on the following pages, at the time of filing this application form. Select the appropriate category based on your experience and training and complete all information required for the category. Individuals currently incarcerated for any offense, or on probation, parole, or other court-imposed supervision for a felony offense, are ineligible to apply for the Certified Paralegal examination.

DEADLINES, FEES, AND TESTING CENTERS

Applications must be received by December 1 for the January testing window; April 1 for the May testing window, and August 1 for the September testing window, and accompanied by a **certified check, money order, firm check, Master Card, VISA, Discover, or American Express** in the amount of \$250 for NALA Members or \$275 for Non-NALA Members. Applications received between December 2 and December 10 for the January testing, between April 2 and April 10 for the May testing, and between August 2 and August 10 for the September testing must be accompanied by a nonrefundable \$25 late fee. Applications received after the 10th of the month will not be accepted for the ensuing testing window. Applications transmitted by FAX or completed on-line must be received on the deadline date in order to avoid a late charge.

FEES: \$250 NALA Members \$275 Non-NALA Members

If an applicant must withdraw the application, or the application is incomplete or rejected, payment will be refunded less a \$25 processing fee for each year the application is active and on file (a maximum of \$50).

Testing Centers: Applicants are expected to follow the rules of the testing centers. NALA is not responsible for non-ACT or ACT testing center rules, policies, or changes in prices. NALA makes every effort to convey the rules accurately but may not be advised if the rules are changed.

*Contributions or gifts to NALA are not deductible as charitable contributions for federal income tax purposes. However, payments may qualify as ordinary and necessary business expense.

COMPLETE THIS SECTION IF APPLYING UNDER CATEGORY 1

If you are applying under Category 1, please check the appropriate box below. **An official school transcript showing courses taken and date of graduation must be attached to this application.** You must have graduated from a paralegal programs that is:

- “ (a) approved by the American Bar Association; or
- “ (b) an associate degree program; or
- “ (c) a post-baccalaureate certificate program in paralegal studies; or
(In addition to your official school transcript, please attach to this application an original course catalog or an original letter from the school registrar or program director attesting this is a post-baccalaureate certificate program -- that a bachelor's degree is necessary for course admission -- along with an official school transcript showing completed course work.)
- “ (d) a bachelor's degree program in paralegal studies; or
- “ (e) a paralegal program which consists of a minimum of 60 semester (or equivalent quarter)* hours of which at least 15 semester hours (or equivalent quarter hours)** are substantive legal courses.
(Attach to this application an official school transcript which shows the semester, quarter or clock hours necessary to meet this qualification. If this is not shown on the transcript, an original letter from the school registrar or program director will be necessary.)

* 900 clock hours of a paralegal program will be considered equivalent to 60 semester hours.

90 quarter hours of a paralegal program will be considered equivalent to 60 semester hours.

** 225 clock hours of substantive legal courses will be considered equivalent to 15 semester hours.

22½ quarter hours of legal courses will be considered equivalent to 15 semester hours.

The application form will be considered incomplete without the school's official transcript, and the school's verification if applying under Category 1(c).

Under Category 1(e), an applicant may combine college hours from more than one institution. The applicant must have graduated from a paralegal program consisting of a minimum of 15 semester hours (or 225 clock hours or 22½ quarter hours.) Evidence of the minimum hours required under Category 1(e) must be provided with the application form.

COMPLETE THIS SECTION IF APPLYING UNDER CATEGORY 2

If you are applying under Category 2, you must have a bachelor's degree in any field plus one (1) year of experience as a paralegal. Successful completion of at least 15 semester hours (or 22½ quarter hours or 225 clock hours) of substantive paralegal courses is equivalent to the one (1) year experience requirement.

All applicants under Category 2 must submit with this application form an official school transcript showing receipt of a bachelor's degree and date of completion. Those applying under the provision allowing for additional course work in lieu of the one year work experience, must submit with this application an official school transcript showing completed course work.

The application form will be considered incomplete without the official school transcript, along with either verification of experience or official school transcript showing equivalent paralegal courses in lieu of experience.

Educational Institutions:

Bachelor's Degree: (Institution/City/State)

Paralegal Program: (Institution/City/State)

Employment History:

(Must cover a period of one year if submitting experience in lieu of paralegal course work. Attach an additional sheet if necessary.)

Attorney/Employer

Dates of Employment: From _____ To _____

Attorney/Employer

Dates of Employment: From _____ To _____

Required of All Category 2 Applicants: Attestation of Attorney

Attestation must cover a minimum period of one year if submitting experience in lieu of paralegal course work. Attach additional attestations if necessary. NOTE: This attestation is not required if course work is submitted in lieu of experience.

I hereby attest that the above named applicant for certification as a paralegal by NALA, has been employed by me for _____(years/months) in accordance with the eligibility requirements in this application, is aware of the ethical limitations of the legal profession and has demonstrated professional conduct while employed by me. I recommend the applicant as a candidate for certification as a paralegal.

Attorney Signature

Firm

Print Name

Address

State and Bar Number

City/State/ZIP

Year admitted to Bar

Today's date

COMPLETE THIS SECTION IF APPLYING UNDER CATEGORY 3

If you are applying under Category 3, you must have a high school diploma or equivalent plus seven (7) years experience as a legal assistant/paralegal** plus a minimum of twenty (20) hours of continuing legal education completed within a two-year period prior to application for the examination.

Evidence of continuing legal education credit is documented by the attorney/employer attestation that must be signed to complete this application form. No further documentation is required.

***Within this category, "legal assistant/paralegal" is defined as: legal assistants or paralegals are a distinguishable group of persons who assist attorneys in the delivery of legal services. Through formal education, training and experience, legal assistants or paralegals have knowledge and expertise regarding the legal system and substantive and procedural law which qualify them to do work of a legal nature under the supervision of an attorney.*

Employment History: (Must cover a period of seven (7) years. Attach an additional sheet if necessary.)

Attorney/Employer

Dates of Employment: From _____ To _____

Attorney/Employer

Dates of Employment: From _____ To _____

Attorney/Employer

Dates of Employment: From _____ To _____

Attorney/Employer

Dates of Employment: From _____ To _____

“ High School Diploma “ GED Date Received: _____

Required of All Category 3 Applicants: Attestation of Attorney

Attestation must cover a minimum period of seven (7) years. If attestation from current employer does not cover required minimum seven (7) year period, attach additional attestations from previous employers.

1. I hereby attest that the above named applicant for certification as a paralegal by NALA, has been employed by me for _____ (years/months) in accordance with the eligibility requirements in this application, is aware of the ethical limitations of the legal profession and has demonstrated professional conduct while employed by me. I recommend the applicant as a candidate for certification as a paralegal.
2. I further attest that the above named applicant for certification as a paralegal has completed a minimum of twenty (20) hours of continuing legal education in accordance with the eligibility requirements.

Attorney Signature _____ Firm _____

Print Name _____ Address _____

State and Bar Number _____ City/State/ZIP _____

Year admitted to Bar _____ Today's date _____