

Policy Statement

The Certified Paralegal Examination was developed by NALA-The Association of Legal Assistants-Paralegals and has been provided to the paralegal profession since 1976. The program is administered by the Certifying Board for Paralegals.

Examinee Attestation

All examinees are required to sign the following attestation on the application for the Certified Paralegal examination. This statement serves a reminder of your pledge of confidentiality, and reasons for suspension of authorization to use the Certified Paralegal credential:

I hereby declare that the above information [on the Certified Paralegal Examination Application Form] is complete and truthful. I further pledge not to divulge the contents of any examination question for certification as a legal assistant/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 CLA/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 Question.
5. Subsequent conviction of a felony.
6. Violation of the NALA Code of Ethics and Professional Responsibility.

Terms and Conditions – Exam Delivery

Prior to allowing examinees to sign in to the testing site, all examinees are required to review the terms and conditions related to taking the CP examination via computer based testing. The information contained in the terms and conditions are also provided to examinees with the testing PIN and ID number, the NALA account number, and other instructions. Each examinee will be required to check "I accept these terms and conditions" prior to starting an examination.

Results

Results of the examination are provided by mail notification to all examinees. The results will be released by the first day of the second month following the test window, i.e., the first day of March, July, and November. Results are not available by e-mail, telephone or fax.

Appeal of Results

An examinee may appeal, in writing, to the Certifying Board for review of the Board's actions concerning examination results. The specific procedure for the appeal of examination results is posted on the NALA web-site.

Retake Policy

Examinees in retake status must successfully complete the Certified Paralegal examination within two years (a maximum of five retake sessions) or credit for all passed sections will be forfeited. If the examination is not completed within this time frame, the examinee must re-submit a completed application form required of first-time examinees and begin the certification process again.

Confidentiality of Examinees

The names of examinees for the Certified Paralegal examination are considered confidential and not released by NALA to any person, except examination proctors, without express approval of the examinee.

Other Certified Paralegal Program Requirements

This policy statement refers strictly to the delivery of the Certified Paralegal examination. It is the responsibility of each examinee to be familiar with the other policies and requirements of the Certified Paralegal Program, including but not limited to, the continuing education requirements to maintain the Certified Paralegal credential as well as examination and testing center fees.

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