



**NALA**  
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**NOTICE OF INTENT TO RETAKE**

In order to properly register your intent to retake, please complete both pages of this form and return to NALA Headquarters at the above address. The retake form must be accompanied by a **certified check, money order, firm check, VISA, Master Card, Discover, or American Express. Personal checks will not be accepted.** Examination and respective application deadline dates are listed below.

|   |  |      |
|---|--|------|
| NALA Account Number:  |  |      |
| Last Name:  | First Name:                                      | MI:  |
| Home Address  |  |      |
| City:   | State:   | ZIP: |
| Home Phone: ( )   | Check Preferred Mailing Address: " Home " Office |      |
| Employer:   |  |      |
| Address:  |  |      |
| City:   | State:   | ZIP: |
| Office Phone: ( )   | FAX Number: ( )                                  |      |
| Date Employed:  | Last 4 Digits of Social Security #:              |      |
| Name of individual attorney to whom assigned:   |  |      |
| Preferred E-mail:   |  |      |
| Testing Window: <input type="checkbox"/> January 2011 <input type="checkbox"/> May 2011 <input type="checkbox"/> September 2011 |  |      |

The CP Examination is administered through the ACT Testing Center Network. The list of ACT testing sites is available from: <http://www.act.org/actcenters/locate/index.html>

**APPLICATION TESTING WINDOWS AND DEADLINES:**

| Testing Window | Application Filing Deadline | Late Application Filing Deadline<br>(With \$25 late filing fee) |
|----------------|-----------------------------|---|
| September 1-30 | August 1                    | August 10   |
| January 1-31   | December 1                  | December 10   |
| May 1-31       | April 1                     | April 10  |

Please be sure to include payment of \$60 per section when filing retake form.

Applications received after the published date for late filing will not be accepted for the upcoming test window, but may be accepted for the next available window.

|   |  |
|---|--|
| Total Retake Fee: (# of Sections x \$60) \$ |  |
| Amount Paid: \$                             | Paid By: " Master Card " VISA " Discover " AmEx " Firm Check # |
| Credit Card Acct #:                         | Expiration Date:   |
| Name As Appears On Card:                    |  |

\*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.

Please be sure to complete both pages of this form. All applicants must sign the attestation on the 2<sup>nd</sup> page of this retake form.

**L (OVER)**

## NOTICE OF INTENT TO RETAKE

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### RETAKE POLICY:

Applicants in retake status may attend a maximum of five retake sessions within a two year period and will be allowed to choose which sections will be retaken during any retake session. Again, an applicant may only attend a retake session five times within the two year period. The examination must be successfully completed within five retake sessions in two years or credit for all passed sections will be forfeited.

### REFUND POLICY:

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).

### SECTIONS TO RETAKE:

Please check off the sections you intend to retake.

“ (2) Communications  
Testing Time: 1.5 hours

“ (3) Ethics  
Testing Time: 1 hour

“ (4) Judgment & Analytical Ability  
Testing Time: 2.5 hours

“ (6) Legal Research  
Testing Time: 1.5 hours

“ (99) Substantive Law  
Testing Time: 2 hours

Check off **Four** Elective Parts:

“ (8) Administrative

“ (9) Bankruptcy

“ (10) Contract

“ (11) Business Organizations

“ (12) Criminal

“ (13) Litigation

“ (14) Estate Planning & Probate

“ (15) Real Estate

“ (16) Family Law

### TESTING CENTERS:

Applicants are expected to adhere to the policies and rules of all 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.

### ATTESTATION FOR CERTIFYING EXAM

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.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_