



THE PARALEGAL ASSOCIATION



Certified Paralegal Exam Application
7666 E. 61st Street, Suite 315, Tulsa Oklahoma 74133
918-587-6828 • FAX 918-582-6772 • http://www.nala.org



CERTIFIED PARALEGAL EXAMINATION APPLICATION FORM
GENERAL INFORMATION - MUST BE COMPLETED BY ALL APPLICANTS

Form fields for personal and contact information including Last Name, First Name, M.I., Acct. #, Home Address, City, State, Zip, Home Phone, E-mail Address, Preferred Mailing Address, Home Office, Paralegal Student status, Employer, Office Address, Office Phone, Office Fax, Preferred E-mail Address, Years of Paralegal Experience, NALA Member status, Amount Paid, Payment Method, Name As Appears on Card, Card #, Exp. Date, Billing Address, City, State, Zip.

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 under the provisions of the ADA must attend a PSI Testing Center. The list of PSI testing sites is available from: http://www.psiexams.com

NOTE: If you will be taking the examination at a non-PSI location, please indicate below the name of the location, city & state:

Testing Center \_\_\_\_\_ City/State \_\_\_\_\_

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, Inc. (the "Examination Questions"), and agree to be bound by the Code of Ethics and Professional Responsibility of NALA, Inc. Inasmuch as it is and ever will be impracticable and extremely difficult to determine the actual damages resulting to NALA, Inc., should I divulge the contents of any Examination Questions, I agree to pay the NALA, Inc., 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 the 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.
7. Violation of the Terms and Conditions of Testing.
8. Engaging in any other conduct determined by a majority vote of the Certifying Board to be unethical or unprofessional.

I hereby accept the Withdrawal, Incomplete, or Rejected application policy: If an applicant must withdraw the application, a \$75 cancellation fee is required. If the application is incomplete or rejected, the application will be denied and a \$75 processing fee is required.

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

Print Name: \_\_\_\_\_ Signature and Date: \_\_\_\_\_

## 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.

### Ineligibility

Individuals currently incarcerated for any felony offense, or on probation, parole, or other court-imposed supervision for a felony offense, are ineligible to apply for the Certified Paralegal examination.

## FEES AND TESTING CENTERS

**Payment will be accepted by check, money order, credit card (Master Card, VISA, Discover, or American Express).**

### Application FEES:

**\$250 NALA Members    \$275 Non-NALA Members**

**Student - NALA Members \$125    Student – Non-NALA Members \$150**

**The application fee does NOT include fees charged by PSI or non-PSI testing centers.**

The Certified Paralegal examination program has been approved by the Veterans Administration under the licensing and certification benefit. The VA will pay the examination fee for qualified veterans. For further information, see [www.gibill.va.gov/](http://www.gibill.va.gov/).

### Application Policy

Once candidates receive the authorization to test for the Knowledge Exam, candidates will have up to three attempts within 365 days from the initial authorization to test date to pass the Knowledge Exam. Candidates who pass the Knowledge Exam will receive authorization to take the Skills Exam. Candidates have up to three attempts within 365 days from the authorization to test date to pass the Skills Exam. If the candidate does not take the exam within the 365 days of the initial authorization to test date, NALA will destroy the application.

### Withdrawal, Incomplete, or Rejected Applications

If an applicant must withdraw the application, a \$75 cancellation fee is required. If the application is incomplete or rejected, the application will be denied and a \$75 processing fee is required.

**Testing Centers:** Applicants are expected to adhere to the policies and rules of the testing centers and to the Terms and Conditions of Testing. NALA is not responsible for non-PSI or PSI testing center rules, policies, or fees or changes in fees. 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.*

## RATIONALE FOR ELIGIBILITY REQUIREMENTS OF NEW CANDIDATES

Candidates are required to pass both the Knowledge and Skills Examinations of the Certified Paralegal credential to demonstrate that their education, coursework, experience, and training have resulted in sufficient understanding of the knowledge, skills, and abilities required to provide competent evidence-based paralegal services as determined by the job analysis studies and represented on the examination content outlines.

Because there is no comparable means for assessing competence outside of the CP examination, the Certifying Board does not grandfather candidates and requires everyone earning a CP credential to have successfully fulfilled all published eligibility criteria, including passing of the examination.

## EXAM POLICY

### KNOWLEDGE EXAM

- Candidates must first pass the Knowledge Exam before proceeding to the Skills Exam.
- Candidates are eligible to take the Knowledge Exam only after they have graduated from a paralegal educational program or currently in the last semester or quarter of the program, if using the eligibility pathway; or have the required minimum experience, if using the experience category. The on-demand testing will remove deadlines to apply for the examination. Candidates will be able to apply when they are eligible.
- Once candidates receive the authorization to test for the Knowledge Exam, candidates will have up to three attempts within 365 days from the initial authorization to test date to pass the Knowledge Exam.
  - If the candidate does not take all three attempts of the Knowledge Exam within 365 days of the initial authorization to test date, the application is voided. A new application and fee are required to reapply for the Certified Paralegal exam.
  - If the candidate does not pass the Knowledge Exam in three attempts during the 365 days, a new application and fee are required to reapply for the Certified Paralegal exam.
- Candidates MUST wait 90 days between each of the three attempts of the Knowledge Exam and must submit a retake application and fee to NALA to initiate each additional attempt and receive a new Testing Ticket notification.

### SKILLS EXAM

- Candidates who pass the Knowledge Exam will receive authorization to take the Skills Exam.
- Candidates have up to three attempts within 365 days from the authorization to test date to pass the Skills Exam.
  - If the candidate does not take all three attempts of the Skills Exam within 365 days of the initial Skills Exam authorization to test date, the application is voided. A new application and fee are required to reapply for the Certified Paralegal exam. The candidate is required to start over by taking the Knowledge Exam.
  - If the candidate does not pass the Skills Exam in three attempts during the 365 days, a new application and fee are required to reapply for the Certified Paralegal exam. The candidate must start over by taking the Knowledge Exam.
- Candidates MUST wait 90 days between each of the three attempts of the Skills Exam and must submit a retake application and fee to NALA to initiate each additional attempt and receive a new Testing Ticket notification.

### Americans with Disability Act

The Certified Paralegal examination is administered in compliance with requirements of the Americans With Disabilities Act. All special requests must accompany the application form. A special accommodations form is provided on our website at <https://www.nala.org/sites/default/files/files/banner/ADA%20form.pdf>. Examinees qualifying for special accommodations under the provisions of the Americans with Disabilities Act must attend a PSI testing center.

### Confidentiality

An individual's application status, exam results, and personal identifying information is confidential and will not be released by NALA to any person without the consent of the individual or as required by law, except to exam proctors as required for administration of the exam.

### Non-Discrimination

NALA does not discriminate against applicants based on race, color, creed, gender, age, religion, national origin, ancestry, disability, military status, sexual orientation, marital status, or family status.

**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 or expected graduation date must be attached to this application.** Graduation from or completion of a paralegal program, or currently in the last semester or quarter of the program, that meets one of the criteria listed in sections (a) through (e) below.

- 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 the official school transcript, candidate must submit an original course catalog or an original letter from the school registrar or program director attesting that the program is a post-baccalaureate certificate program requiring a bachelor's degree as a prerequisite.)<sup>1</sup>
- d) a bachelor's degree program in paralegal studies; or
- e) a paralegal program which consists of a minimum of 60 semester hours (or equivalent quarter hours)<sup>2</sup> of which at least 15 semester hours (or equivalent quarter hours)<sup>3</sup> are substantive legal courses.<sup>4</sup>

**Educational Institutions:**

ABA Program: (Institution/City/State)

Associate Degree Program: (Institution/City/State)

Post-Baccalaureate Certificate Program: (Institution/City/State)

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

Paralegal Program: (Institution/City/State)

Expected Graduation/Completion Date:

Program Director Signature:

<sup>1</sup> Application forms submitted under Category 1(c) will be considered incomplete without submission of the official transcript and the school's verification.

<sup>2</sup> 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.

<sup>3</sup> 225 clock hours of substantive legal courses will be considered equivalent to 15 semester hours. 22.5 quarter hours of legal courses will be considered equivalent to 15 semester hours.

<sup>4</sup> Candidates applying under Category 1(e) may combine college hours from more than one institution. The candidate must have graduated from a paralegal program consisting of a minimum of 15 semester hours (or 225 clock hours or 22.5 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**

A bachelor's degree in any field plus one year of experience as a paralegal<sup>5</sup> or successful completion of at least 15 semester hours (or equivalent quarter hours) of substantive paralegal courses.

All candidates under Category 2 must submit 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 an official school transcript showing completed course work.

The application form will be considered incomplete without the required supporting documentation.

**Educational Institutions:**

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

Paralegal Program: (Institution/City/State)

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:

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 abovenamed applicant for certification as a paralegal by NALA, Inc., 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:

Attorney Signature:

Firm:

Print Name:

Address:

State and Bar Number:

City/State/ZIP:

Year admitted to Bar:

Today's date:

<sup>5</sup> In Categories 2 and 3, "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.*

**COMPLETE THIS SECTION IF APPLYING UNDER CATEGORY 3**

A high school diploma or equivalent plus seven (7) years' experience as a legal assistant/paralegal<sup>6</sup> 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 as part of the application form or by submitting certificate of completions of CLE taken. No further documentation is required.

**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, Inc., 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:

2. I hereby attest that the above-named applicant for certification as a paralegal by NALA, Inc., 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:

<sup>6</sup> See Footnote 5.