

### CERTIFICATE OF ATTENDANCE

Certified Paralegals are required to record evidence of 50 hours of continuing legal education hours to renew the CP credential every 5 years. CLE hours are recorded in CPs' accounts through the [NALA online portal](http://www.nala.org). Of the 50 hours, 5 hours must be in legal ethics, and no more than 10 hours may be recorded in non-substantive areas. If attending a non-NALA sponsored educational event, this certificate may be used to obtain verification of attendance. Please be sure to obtain the required signatures for verification of attendance. The requirements to maintain the CP credential are available from NALA's web site at <https://www.nala.org/certification/certtest2view>. Please keep this certificate in the event of a CLE audit or further information is needed.

**PLEASE COMPLETE THE SPACES BELOW AND ATTACH A PROGRAM**

Session Length	Session Topics (Description and Speakers)	Validation of Attendance
Name of CP (Please Print)		NALA Account Number (On Mailing Label)
Signature of CP		Name of Seminar/Program Sponsor
Address		Authorized Signature of Sponsor Representative
		Date of Educational Event:
City:		State (XX):
Preferred e-mail address		Location:

For Office Use Only	
Substantive hours	
Non-substantive hours	
Ethics	