



Certification Updates and Reminders

Certification Updates

CLE for Selected Articles in *Facts & Findings*:

As of August 1, 2019, CPs are no longer required to complete a test after reading *Facts & Findings* to receive 1 hour of substantive CLE credit. After reading the five articles, CPs must enter the CLE into his/her account within one year of the publication date. No other publications will be considered. Certified paralegals may submit up to two hours of CLE per year, with a maximum of five hours of CLE per each five-year certification period.

CLE Time Requirement

There is no minimum time length requirement for CLE. CLE credit towards the maintenance of the CP credential will be accepted in any time increments (i.e. 5 minutes of CLE will be accepted).

CLE Carry-over Hours

Carry-over hours for CLE is no longer permitted. If you obtain more than the required 50 hours of CLE during your certification period, those hours cannot carry over to the next period.

Returning from Retirement Status

Any Certified Paralegal who returns to employment will no longer retain Retired status and will be required to meet the same requirements as all other Certified Paralegals. A reactivation fee will be required to reactivate the credential, with the five-year recertification period remaining the same as it was prior to retirement. If the CP is in retired status past the last recertification date, a new recertification period begins on the date of reemployment. [Click here](#) for the CP Retired Status form.

Certification Reminders

One-year Certification Extension:

The automatic one-year extension to meet recertification requirements is no longer provided to Certified Paralegals. Certified Paralegals will receive a courtesy reminder via e-mail one year prior to the expiration date. In addition, courtesy reminders will be sent via e-mail at three months, two

months, and one month prior to the expiration date of the certification. A Certified Paralegal's failure to meet the recertification requirements prior to expiration of the certification will result in revocation of the Certified Paralegal credential.

Certified Paralegals with extenuating personal challenges (which could include (i) long term unemployment, (ii) severe medical issues hampering one's ability to work or engage in activities outside of work for a period of one year or more; or (iii) active military service or active military reserve duty) may file a hardship appeal within 30 days prior to the expiration date of the certification. [Click here](#) for the hardship appeal form.

Recertification Requirements

Certified Paralegals must complete a total of 50 hours of continuing legal education (CLE) programs, including a minimum of 5 hours of legal ethics, and not more than 10 hours of non-substantive, during each five-year recertification period.

All CLE for the recertification period must be entered into the NALA system prior to the certification expiration date.

In order to recertify you **MUST** meet the three Certifying Board requirements listed below, by the certification expiration date:

1. Completion and submission of 50 CLE hours including 5 hours of legal ethics (and not more than 10 hours of non-substantive)
2. Signed Affidavit
3. \$125 recertification fee paid to NALA

Helpful Links:

Just in case you were unable to attend the live webinar about the latest updates, you can view the on-demand version for **FREE** by searching for: [What's Happening in Certification?](#)

[CLE Categories](#) –

https://www.nala.org/sites/default/files/files/users/Continuing%20Legal%20Education_0.pdf

[How do I Enter CLE](#) – <https://www.nala.org/sites/default/files/files/users/FAQ%20-%20How%20do%20I%20enter%20CLE.pdf>

[CLE Entry FAQs](#) – https://www.nala.org/sites/default/files/files/users/CLE_Entry_QA_0.pdf

[CP Retired Status Form](#) –

<https://www.nala.org/sites/default/files/files/users/Retired%20Form%202019.pdf>

[Recertification Process](#) (p.29) –

https://www.nala.org/sites/default/files/files/users/2019%20CP%20Program%20Handbook_0.pdf