



THE PARALEGAL ASSOCIATION



Certified Paralegal Exam

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

Form with fields for: Last Name, First Name, M.I., Acct. #, Home Address, City, State, Zip, Home Phone, E-mail Address, Preferred Mailing Address, Employer, Office Address, Office Phone, E-mail Address, Office Fax, Preferred E-mail Address, Last Four Digits of SS#, Years of Paralegal Experience, NALA Member, 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 an 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. Engages in any other conduct determined by a majority vote of the Certifying Board that (a) such conduct actually and substantially injures NALA's good name, or (b) failed to maintain a high standard of professional ethics or personal conduct which in either case would have been deemed sufficient for a rejection of an examination application, or (c) any substantial neglect of duty, or (d) any physical or mental disability or illness to such an extent as will prospectively render such member unable to promptly resume the performance of his or her duties within a reasonable time, or (e) such unethical or immoral conduct by such member which together with publicity or anticipated publicity will reflect unfavorably upon NALA.

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 offense, or on probation, parole, or other court-imposed supervision for a felony offense, are ineligible to apply for the CP examination.

## FEES AND TESTING CENTERS

Fees are nonrefundable. Payment will be accepted by certified check, money order, firm check, Master Card, VISA, Discover, or American Express in the amount of \$250 for NALA members or \$275 for Non-NALA members. Personal checks are not accepted.

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

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

### Application Policy

Once NALA approves an application for the Certified Paralegal examination, candidates will have 365 days from the approval date to sit for the Knowledge Exam. If the candidate does not take the Knowledge Exam within 365 days of the initial approval date, NALA will destroy the application. The examination fee is nonrefundable.

### Withdrawal, Incomplete, or Rejected Applications

If an applicant must withdraw the application: payment is nonrefundable and the application and supporting documentation will not be returned.

If an application is incomplete or rejected: payment is nonrefundable and the application and supporting documentation will not be returned.

**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.

## 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 must be attached to this application.** You must have graduated from a paralegal program that is:

- 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 your official school transcript, please attach to this application an original course catalog or an original letter from the school registrar or program director attesting this is a post-baccalaureate certificate program -- that a bachelor's degree is necessary for course admission -- along with an official school transcript showing completed course work.)*

- d) a bachelor's degree program in paralegal studies; or
- e) a paralegal program which consists of a minimum of 60 semester (or equivalent quarter)\* hours of which at least 15 semester hours (or equivalent quarter hours)\*\* are substantive legal courses.

*(Attach to this application an official school transcript which shows the semester, quarter or clock hours necessary to meet this qualification. If this is not shown on the transcript, an original letter from the school registrar or program director will be necessary.)*

\* 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.

\*\* 225 clock hours of substantive legal courses will be considered equivalent to 15 semester hours.

22 quarter hours of legal courses will be considered equivalent to 15 semester hours.

The application form will be considered incomplete without the school's official transcript, and the school's verification if applying under Category 1(c).

Under Category 1(e), an applicant may combine college hours from more than one institution. The applicant must have graduated from a paralegal program consisting of a minimum of 15 semester hours (or 225 clock hours or 22 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**

If you are applying under Category 2, you must have a bachelor's degree in any field plus one (1) year of experience as a paralegal. Successful completion of at least 15 semester hours (or 22 1/2 quarter hours or 225 clock hours) of substantive paralegal courses is equivalent to the one (1) year experience requirement.

All applicants under Category 2 must submit with this application form 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 with this application an official school transcript showing completed course work.

**The application form will be considered incomplete without the official school transcript, along with either verification of experience or official school transcript showing equivalent paralegal courses in lieu of experience.**

**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 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: \_\_\_\_\_

Attorney Signature: \_\_\_\_\_ Firm: \_\_\_\_\_

Print Name: \_\_\_\_\_ Address: \_\_\_\_\_

State and Bar Number: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Year admitted to Bar: \_\_\_\_\_ Today's date: \_\_\_\_\_

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

If you are applying under Category 3, you must have a high school diploma or equivalent plus seven (7) years' experience as a paralegal\*\* 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 to complete this application form. No further documentation is required.

\*\*Within this category, "paralegal" is defined as: *paralegals are a distinguishable group of persons who assist attorneys in the delivery of legal services. Through formal education, training and experience, 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.*

**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.

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: \_\_\_\_\_

Attorney Signature: \_\_\_\_\_ Firm: \_\_\_\_\_

Print Name: \_\_\_\_\_ Address: \_\_\_\_\_

State and Bar Number: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Year admitted to Bar: \_\_\_\_\_ Today's date: \_\_\_\_\_