

# N NALA

7666 E. 61st Street, Suite 315, Tulsa Oklahoma 74133  
 918-587-6828 ▪ FAX 918-582-6772 ▪ <http://www.nala.org>



## CERTIFIED PARALEGAL EXAMINATION 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. Applications may also be accepted by: fax to 918-582-6772; scan and e-mail this form to [testing@nala.org](mailto:testing@nala.org); or complete the online form at <https://www.nala.org/node/415>. If mailed, the retake form must be accompanied by a **check, money order, or credit card (VISA, Master Card, Discover, or American Express)**.

CERTIFIED PARALEGAL EXAMINATION RETAKE APPLICATION FORM GENERAL INFORMATION - MUST BE COMPLETED BY ALL RETAKE APPLICANTS					
Last Name:	First Name:	M.I.	Acct. #:		
Home Address:		City:	State:	Zip:	
Home Phone: ( )		E-mail Address:	Preferred Mailing Address: Home Office		
Employer:					
Office Address:		City:	State:	Zip:	
Office Phone: ( )		E-mail Address:	Office Fax:		
Preferred E-mail Address: Home Office		Years of Paralegal Experience:			
NALA Member:	Yes No	Amount Paid: \$	Payment Method:	Credit Card Money Order	Check #
Name As Appears on Card:		Card #:	Exp.Date:		
Billing Address:		City:	State:	Zip:	
<b>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: <a href="http://www.psiexams.com">http://www.psiexams.com</a></b>					
SECTION TO RETAKE					
<input type="checkbox"/> <b>Knowledge Exam</b> (Testing Time: 3 hours)			<input type="checkbox"/> <b>Skills Exam</b> (Testing Time: 2 hours)		
TESTING CENTER SELECTION					
The CP examination is administered through the PSI Testing Center Network. The list of PSI testing sites is available from: <a href="https://candidate.psiexams.com/">https://candidate.psiexams.com/</a>					
<b>NOTE: If you will be taking the examination at a non-PSI location, please indicate below the name of the location, city &amp; state:</b>					
Testing Center _____			City/State _____		

\*Contributions or gifts to NALA are not deductible as charitable contributions for federal income tax purposes. However, payments may qualify as an 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**

**NOTICE OF INTENT TO RETAKE****EXAM POLICY****KNOWLEDGE EXAM**

- Candidates must first pass the Knowledge Exam.
- Candidates are eligible to take the Knowledge Exam only after they have graduated from an educational program, if using that eligibility pathway, or have the required minimum experience, if using the experience category. The new system of on-demand testing will remove deadlines to apply for the examination. Candidates will be able to apply when they are eligible.
- 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 return the application to the candidate. The examination fee is nonrefundable.
- Candidates must pass the Knowledge Exam within the first three attempts during the 365-day period (which begins with the approval date) or wait 365 days before trying again.
- Candidates who do not pass the Knowledge Exam must wait 90 days between each attempt.

**SKILLS EXAM**

- Candidates who pass the Knowledge Exam are then eligible to take the Skills Exam and must complete the Skills Exam within the next 365 days after receiving notice of eligibility from NALA.
- Candidates must wait at least 2 weeks after passing the Knowledge Exam before receiving eligibility to take the Skills Exam.
- Candidates who do not pass the Skills Exam must wait 90 days between each attempt.
- Candidates must pass the Skills Exam within the first attempt and two additional retake attempts during a 365-day period or start over by re-taking the Knowledge Exam.

**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 all testing centers and to the Terms and Conditions of Testing. NALA is not responsible for non-PSI or PSI testing center rules, policies, or changes in fees. NALA makes every effort to convey the rules accurately but may not be advised if the rules are changed.

**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: