

**Certified Paralegal Examination**

**Testing Center Details – Forms Must Be Completed for each Testing Window**

Follow instructions below to complete this form

TESTING CENTER CONTACT INFORMATION					
Name of Institution/Business:					
Street Address:					
City:		State:	XX	ZIP:	XXXXX
Primary Contact:		First	MI	Last	
Phone #:	XXX-XXX-XXXX	E-mail Address:			

**EXAMINEES FOR YOUR TESTING CENTER**  
**Check:**

- This center is open only to our students/employees.** A list will be provided to NALA two weeks prior to the opening of the testing window. NALA will advise if an exam application form is not on file.
  
- This center is open to all** who want to take the test here. The center’s availability will be listed on the NALA web site and examinees will contact NALA and the center directly for appointments.

**EXAMINATION TESTING SCHEDULE**

Each testing center may set its own schedule for the Certified Paralegal examination. Please list below the schedule you will be using. **The Knowledge Exam must be passed before examinees are authorized to take the Skills Exam. Testing must be completed by 6:00pm CST. Testing is NOT available on Sundays.**

List your schedule here:

Knowledge Exam Dates	Starting Time

Skills Exam Testing Window	Dates	Starting Time
February		
April		
July		
October		

<b>IF YOUR CENTER IS OPEN TO ALL, PLEASE COMPLETE THE FOLLOWING:</b>			
THIS INFORMATION WILL BE PROVIDED TO ALL EXAMINEES VIA A PAGE ON THE NALA WEB SITE.			
Contact name:	First	MI	Last
			E-mail address:
Cost to the examinee for the testing center (determined by the center):			\$
Appointment notes (such as how much advance notice is required, when fees are due):			
Cancellation policy (when required, forfeiture of payment):			

<b>PROCTORS AND PROCTOR TRAINING</b>	
Name and e-mail address of proctor(s):	
Name	Email
All proctors are required to complete a training webinar no fewer than two weeks prior to the first testing session!	
<b>Training Access:</b>	
Will be provided individually when schedules are confirmed. Please be sure you have viewed and understand the proctor instructions so any questions may be answered prior to the time your testing begins.	

**Please complete and return to:**  
**NALA Headquarters**  
**7666 E. 61<sup>st</sup> Street, Suite 315**  
**Tulsa, OK 74133**  
**Phone: 918-587-6828**  
**Fax: 918-582-6772**  
**E-mail: [testing@nala.org](mailto:testing@nala.org)**