



THE PARALEGAL ASSOCIATION



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Testing Center Application

Form with fields: Name of Institution/Business, Testing Center Address, Shipping Address (if different), Primary Contact, E-mail Address, Contact Phone

TESTING CENTER REQUIREMENTS

Table with 2 columns: Requirement Category (Workstation Equipment Needed, Workstation Environment) and Requirements (List of technical and environmental specifications)

**FEES**

- It is the responsibility of the school/place of business to establish and collect testing center fees and proctor fees from examinees
- NALA is not responsible for these fees, nor no-show fees of examinees

**TESTING CENTER APPLICATION APPROVAL DEADLINE DATES**

- Application forms must be submitted at least 2 weeks in advance of the approval deadline to ensure establishment of a testing window.
- Once a testing center is approved, subsequent application forms are not required. However, if there is any change in proctors, a new proctor form is required at least two weeks prior to administering the first exam.
- NALA reserves the right to cancel a testing center if the workstation requirements are not met, or based on examinee complaints.

**PROCTORS**

The testing center is required to provide proctors to administer the Certified Paralegal examination.

NALA requires a minimum of 2 proctors identified by the testing center, and approved by NALA, for each administration of the Certified Paralegal examination.

<b>Qualified proctor categories include:</b>	Instructors Paralegal program directors Retired instructors or paralegal program directors Professional educators (other instructors at the school) Professional proctors used by the school Attorney/employers Human Resources Professionals Member of NALA with CP credential
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<b>Proctor forms</b> <input type="checkbox"/> Are attached <input type="checkbox"/> Will be submitted by Date	<b>Note:</b> <i>Proctor forms are required before the testing center may be approved.</i>
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<b>Proctor names</b>	<b>Proctor qualification category</b>
1.	1.
2.	2.

**SIGNATURE**

I certify that:

- my school/institution meets the workstation equipment /environment requirements listed on page 1
- we understand we are relied upon to provide qualified proctors for each testing session; NALA will provide training for the proctors
- testing center and proctor fees will be established by my school/institution, and will be charged to the examinees
- it is the responsibility of my school/institution to collect testing center and proctor fees from the examinees
- the school/institution may not publicize itself as a NALA approved examination site for the Certified Paralegal examination until the application is approved
- we may be asked to allow examinees who are not part of this institution or school to take the examination during our testing sessions, and we will try to accommodate this request if we have the space
- we understand that the testing schedule must be established and provided to NALA one week before the testing window opens
- we have read and understand the requirements and specifications of testing centers provided by NALA.
- we will sign, return, and adhere to the Confidentiality Agreement

**Signature**

**Date**