

2010

NALA – The Association
for Paralegals-Legal
Assistants

Important Information
from the:

NALA Certifying Board for
Paralegals

[CERTIFIED PARALEGAL EXAM MOVES TO COMPUTER BASED TESTING FALL 2010]

Beginning in the fall of 2010, the CP examination will be delivered via computer based testing throughout the United States. This information describes the changes in administrative rules and fees regarding this new method. This is preliminary information, subject to amendment without notice. Watch the NALA web site for further announcements.

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Examinee Information, Policies and Forms Certified Paralegal Examination

Introduction

This booklet is a compilation of administrative rules and forms for those seeking to participate in the Certified Paralegal program of NALA. It is a companion to the brochure entitled "Professional Paralegal Certification from NALA" which describes the paralegal certification program in greater detail and includes a description of the sections of the Certified Paralegal examination.

Beginning in the fall of 2010, the Certified Paralegal examination will be delivered via computer based testing, instead of a paper-pencil. Examinees will be provided with access to a computer and instructions for completing the examination on the computer.

ACT Testing Center Network

Most examinees in the Certified Paralegal program will be utilizing the testing center network of the ACT. There are over 200 ACT testing centers throughout the United States. Most are located community colleges and universities. After examinees are admitted to the Certified Paralegal program, they will work directly with ACT to confirm testing appointments. Details about this procedure are included in this booklet.

Examinees Participating in Non-ACT Testing Centers

NALA has established procedures which allow an employer or school which is not already an ACT testing center to apply to become a NALA approved testing center. This is designed for groups of employees, or paralegal schools. A packet of forms and requirements to become an authorized testing center for the Certified Paralegal examination is available from the NALA web site and may also be obtained by contacting NALA Headquarters.

The information in this booklet describes the testing procedure for those utilizing ACT testing centers. For those who are not using an ACT testing center, the center rules, policies, and terms and conditions for delivery of the examination will remain the same. The difference is that the appointment procedures will vary based on the instructions of the business or school. Examinees who are participating in a testing center outside of the ACT network will be provided with information regarding test times and dates on an individual basis. The same testing dates will apply for all testing centers.

Overview of Application Procedure

The application procedure is a two-step process. Examinees must first be admitted to the Certified Paralegal program by filing an application form with NALA Headquarters. Once admitted, examinees must schedule testing times through the ACT Testing Center Network to take an examination during the time the testing window is open.

Filing the Application Form

All candidates for the Certified Paralegal credential must meet the examination eligibility requirements, complete and submit an application form for an upcoming Certified Paralegal exam testing window. Application forms may be submitted **at any time**, but no later than the application deadline date for the upcoming testing window.

Application Acknowledgement – Notification sent via e-mail

NALA Headquarters will acknowledge receipt of the application form and payment. Examinees will also be advised if additional information is needed to complete the form, such as a school transcript or an additional employer attestation.

Examinee Test Packet – Notification sent via e-mail

Once an application is approved, all examinees will receive an “Authorization to Test Information Packet” which will provide details about registering with the testing center. The rules and procedures contained in the information packet are included in this booklet for review.

Notification from the ACT – Notification sent via e-mail

Examinees who will be using an ACT testing center, will receive notification directly from ACT advising that the ACT is able to accept appointments from NALA examinees. The ACT e-mail message will provide a web address for examinees to use to make the appointment, and the examinee ID number, and PIN. These numbers should be identical to the information provided by NALA. If they are not, examinees should contact NALA Headquarters immediately.

Testing Center Appointments – Through ACT Web Site

Upon receipt of the candidate test packet, and notification from ACT, all examinees who are attending an ACT testing center are urged to make their appointments as quickly as possible. Depending on the center location, space is limited and if there is a delay in making the appointment, the exact time or date requested may not be available.

**MANY communications to examinees from
NALA and from the ACT are sent
via e-mail notification.**

PLEASE be sure to inform NALA of any changes in your e-mail address.

The Certified Paralegal Exam Application Form Details

Applications may be submitted:

- By mail using the form in this booklet, with documentation
- By FAX (9180 582-6772 using the form in this booklet
- On-line at NALA's website at www.nala.org

If transmitted electronically, applications must be received on or before the deadline date. If transmitted by mail, the envelope must be postmarked on or before the deadline date. The deadline dates are as follows:

Testing Window	Application Filing Deadline	Late Application Filing Deadline (With \$25 late filing fee)
September 1-30	August 1	August 10
January 1-31	December 1	December 10
May 1-31	April 1	April 10

Applications received after the published date for late filing will not be accepted for the upcoming test window, but may be accepted for the next available window.

Eligibility

An applicant must meet at least one of the three (3) eligibility categories as listed on the application form.

Paralegal students who are nearing graduation may take the Certified Paralegal examination under certain conditions.

Testing Window:	Graduation Date No Later Than:
January	March 15
May	July 15
September	November 15

This option requires:

- A statement signed by the paralegal program director confirming the student's pending graduation date.
- A statement signed by the examinee acknowledging that if, for any reason, graduation requirements are not met and the examinee does not complete the program, the examination results will not be released and all fees forfeited.

****Additional forms will be required of all candidates if filing applications prior to meeting the eligibility requirements. Contact NALA Headquarters for further information.**

Fees:

The fee for the Certified Paralegal examination is \$250 for NALA members and \$275 for non-members of NALA. Retake fees are \$60 per section. The Certified Paralegal examination program has been approved by the Veterans Administration under the licensing and certification benefit. The VA will pay the examination fee for qualified veterans. For further information, see www.gibill.va.gov/.

Withdrawal Fee: If an applicant must withdraw the application, or the application is incomplete or rejected, payment will be refunded less a \$25 processing fee for each year the application is active and on file (a maximum of \$50).

Personal checks ARE NOT accepted for payment of examination fees. Payment may be made either by cashier's check, money order, firm check, VISA, Master Card, Discover, or American Express.

Documentation:

- All pages of the application form must be complete, including choice of four (4) areas of Substantive Law, and signature.
- All documentation required to complete the Certified Legal Assistant application form must be submitted at the time of filing the application. Documentation includes official school transcripts, attorney attestations and payment. Incomplete applications are subject to rejection.
- Categories 1 and 2 require an official transcript submitted with the application. A transcript is considered "official" if it bears the official seal and authorizing signature of the issuing institution and is sent directly by the school to NALA or sealed by the school and mailed or delivered to NALA by the applicant. The official transcript must indicate all courses taken and date of graduation.
- Category 3 requires a minimum of seven (7) years paralegal experience under the supervision of a member of the bar, along with a minimum of twenty (20) clock hours of continuing education, as verified by one or more attorney attestations. Applicant must also include the requested information verifying high school graduation or equivalent work.

Attorney/Employer Attestations

- For those qualifying under Category 1, an attorney/employer attestation is not required
- For those qualifying under Category 2 the attestation section is required only if applying with one year or more of paralegal experience in lieu of the 15 semester hours of paralegal courses.
- The attestation section must be completed by all applicants for Category 3.

Americans with Disabilities Act

The Certified Paralegal examination is administered in compliance with requirements of the Americans With Disabilities Act. All special requests must accompany the application form. Contact NALA Headquarters at nalanet@nala.org or 918-587-6828 to request the special accommodation form. Examinees qualifying for special accommodations under the provisions of the Americans with Disabilities Act **must** attend an ACT testing center.

Application for Retake of Examination Sections

Applications for the Certified Paralegal examination are considered active for a period of two years. During that time, all five sections of the examination must be successfully completed to achieve the CP (Certified Paralegal) credential. If the examination is not successfully completed within the two year

period, credit for all completed sections will be forfeited and the entire examination must be retaken. A new, updated, application form will be required. The two year period begins on the date any section of the examination is first taken.

Examinees who do not achieve a passing score on any sections(s) may retake the section(s) during any testing window within the two year period. Retake applications are due on the dates listed above for all applications.

Substantive Law Elective Sections: For those who must retake the Substantive Law section of the examination, the composition of the examination will be the same. All are required to take the section on the American Legal System and select exams in 4 practice areas of law from a list of 9 areas. Retake examinees are not required to take the same elective sections. The application form includes space for selection of the areas.

ACT Testing Center Information Detail

ACT Appointments:

Examinees will receive an e-mail notification when ACT is ready to accept appointments and payment for the Certified Paralegal Examination. The notification will include the web address, examinee ID number, and examinee PIN number. These numbers should be identical to the information provided by NALA. If they are not, examinees should contact NALA Headquarters immediately.

Examinees may NOT contact ACT until this notification is received.

ACT Testing Center Policies and Recommendations:

- Seating is on a first-come, first-served basis. It is best to schedule early to ensure your choice of appointment time and location.
- Examinees should schedule the testing appointment at least 2 business days prior to the desired testing date.
- If examinees need to reschedule the appointment, they must do so no later than 2 days prior to the appointment date or forfeit the entire appointment fee.
- If examinees are scheduling more than one exam on the same day, the appointment times **cannot** overlap.
- Examinees must pay for the appointment immediately after scheduling it using a MasterCard or Visa, otherwise the system will automatically cancel the appointment. If examinees do not have a credit card, they are encouraged to acquire a debit card for the purpose of transmitting payment. Debit cards are available at various retail and convenience store locations.
- Examinees who do not make it to the appointment, but wish to schedule another appointment in the same test window, should contact NALA Headquarters.
- Examinees will receive instructions from ACT, which also includes the examinee ID number and examinee PIN number. Please use this as a double check and be sure the information matches. If the information does not match, contact NALA Headquarters.

- Once examinees have made the appointment and submitted payment, ACT will send a confirmation with testing center rules. The confirmation will include a map to the testing center location.

ACT Cost Information

Appointment fees, effective through 2011, for ACT testing centers are as listed below. Payment is required in advance:

1.5 hr exam -	\$34.50
2 hr exam -	\$42
2.5 hr exam -	\$49.50
3 hr exam -	\$57
3.5 hr exam -	\$64.50

The time stated above is the time an examinee will be in attendance at a testing center. Examinees are required to be present 30 minutes prior to the stated exam start time for check-in and sign-in into the exam session. This means that when making an appointment, examinees must add 30 minutes to the estimated test time. For example, if an examinee is signing up for an examination that is estimated to take 1 1/2 hours, the appointment time should be for 2 hours.

Examinees are cautioned that those who are termed "NO-SHOWS" will forfeit the examination appointment fee. A candidate may reschedule an unlimited number of times prior to the "red zone." The "red zone" is two calendar days prior to the appointment date. For example, if a candidate scheduled a test on September 24, the last day the candidate may change an appointment would be September 21. Once a candidate is inside the "red zone" the appointment fee will be forfeited for a change or no-show.

NALA is not responsible for changes in fees or policies of the ACT that apply to the ACT Testing Center Network. NALA makes every effort to convey information about the ACT testing center policies and fees, but amendments to the fee schedule and policies may be made by ACT that are not immediately communicated to NALA.

Testing Center Rules

ACT Centers: Before entering the testing center room, each examinee will be required to sign an examinee acknowledgement form which acknowledges the examinee is aware of the testing center rules, and is aware of the rules of conduct. This form is included at the end of this section.

All Testing Centers

The following items are not allowed in the test room: cell phones, pagers, programmable watches, music players, cameras, or any other electronic devices capable of recording, sending, or receiving information. Purses, backpacks, and briefcases are also prohibited. Testing center proctors are not responsible for items brought to the testing center.

Outdoor apparel such as coats and hats must be stored outside the test room in a location provided by the Center. Other items may also be prohibited at the discretion of proctor. Please be considerate of other test takers: avoid noisy clothing and jewelry, strong perfume or cologne, or anything that may distract others.

Violations

Violation of ACT Center rules is cause for dismissal from the test center and the test results may be cancelled. If an examinee uses any electronic device, including a cell phone, in the test room, the test session will be stopped, and the electronic device may be confiscated and sent to NALA and/or ACT for examination.

Policy Statement and Terms and Conditions

When signing into the Certified Paralegal Examination web site, all examinees will be presented with a Policy Statement which describes the policies of NALA and the Certifying Board. This consists of a review of the attestation each examinee signed on the application form, and other policies related to the exam program.

The Terms and Conditions appear on the next computer screen. These are detailed rules relating to the delivery of the computer based examination. Each examinee must enter their unique NALA Account Number and click "I accept these terms and conditions" before signing in to the examination. One of the terms is that the examinee is aware of the **Policy Statement**. Many terms and conditions are duplicative of the testing center requirements but others specifically relate to the particular testing event.

Both statements appear with this material. Please read these carefully in advance of the test day. Please contact NALA Headquarters if you have any questions.

Planning for the Certified Paralegal Exam

Examination Application Active for Two Years

An approved Certified Paralegal Examination application form will be active for a period of two years, beginning on the date any section of the examination is first taken. During that time, the candidate must successfully complete all of the five required examination sections to achieve the Certified Paralegal credential. If the examination is not completed during this time period, the candidate must reapply for the Certified Paralegal examination, and retake the entire examination.

Timing of the CP Exam Sections

The following are the required five sections of the Certified Paralegal exam with the time allowed as established by the NALA Certifying Board (Descriptions of the exam subjects may be found on the NALA web site):

- Communications – 1 ½ hours (Essay required)
- Judgment and Legal Analysis – 2 ½ hours (Essay required)
- Ethics – 1 hour

- Legal Research – 1 ½ hours
- Substantive Law – 2 hours
The Substantive Law section consists of five parts. One is on the American Legal System required of all examinees; the other 4 parts are in practice areas of law and are selected by examinees from a list on the application form.

The computer based testing allows the timing of each exam section to be enforced automatically. Timing begins when the test is opened by the examinee. When the time has expired, the exam will close automatically and the examinee will not have access to it again. If an examinee has not completed the test, and the time allowed expires, the work completed will be scored. Questions that are not completed will be scored as incorrect answers.

Timing begins once an examinee clicks “Begin Exam.” There are no scheduled breaks during the exam. If a break must be taken during testing, the clock will continue to run.

Presentation of Computer- Based Exam Questions

Objective Questions

- Each objective question will be provided one at a time. Once the answer is selected, examinees are instructed to click “Next” for the next question.
- Each question may be flagged by placing a check mark in the box entitled “Mark for Review” which appears below the answer options. The selected answer may be changed on review.
- When all questions are completed, the entire list of questions appears. Examinees may review this list before submitting the test for scoring. Questions marked for review by the examinee will be in bold type and easily identified. Examinees may also scroll over the text of any question on the list and open it to review the question and selected answer.
- When the time has expired, access to the exam will be terminated, and the test will be submitted for scoring..

Essay Questions

Essay questions are part of the Communications and Judgment and Legal Analysis exam sections. These require reading. The proctor will provide examinees the question on typewritten pages. Space is provided on the computer to input the answer.

Essay questions are presented as the first question of the examination section. This provides examinees the option of completing the essay question first, or marking it for review and completing it after the objective questions are completed.

Examinees will be required to turn in the printed pages of the essay question prior to leaving the testing center. **However**, any notes or comments on these printed pages will **NOT** be considered by the Grading Committee. The Grading Committee may only consider answers typewritten on the computer window.

Essay questions are graded by members or former members of the Certifying Board. Examinees are instructed NOT to put their name in the response window.

Examination Results

Passing Scores

A passing score of 70% or more of the total points is required for each examination section in order to successfully complete the Certified Paralegal examination. The examination sections and total possible points are as follows:

- Communications
 - 100 Total Points
 - Passing score is 70 or more points
 - Objective questions total 70 points; a total of 30 points are allotted to the essay question

- Judgment and Legal Analysis
 - 225 Total Points
 - Passing score is 158 or more points
 - Objective questions total 75 points; a total of 150 points are allotted to the essay question

- Ethics
 - 100 Total Points
 - Passing score is 70 or more points

- Legal Research
 - 100 Total Points
 - Passing score is 70 or more points

- Substantive Law
 - 500 Total Points
 - Passing score is 350 or more points
 - Distribution of points among the 5 parts of this examination is not considered in determining a passing score. Examinees may do well on one or more section, and poorly on others.

Grade Reports

Results of the Certified Paralegal Examination will be provided via US mail approximately 30 days after the test window closes. This allows time for essays to be graded, data validated, and scores recorded. Examination results are **not** provided via telephone, fax, or electronic mail.

Grade reports provide failing scores only. In addition, examinees will receive a report of the subject areas that appeared to be most difficult. This information is provided to assist examinees in preparation for their retake.

Grade reports do not provide passing scores. Sections of the examination that are successfully completed are designated with "Pass." The Certifying Board has determined "Pass" is sufficient to designate successful completion of the examinations section and that if a paralegal has met the standard, the paralegal has earned the CP credential.

Appeal of Examination Results

Examinees have a right to appeal the determination of the NALA Certifying Board. The Grade Appeal Procedure appears in the appendix of this booklet.

Maintaining Certified Paralegal Status

The Certified Paralegal credential is awarded for a period of five years. To maintain Certified Paralegal status, paralegals must submit proof of participation in a minimum of 50 hours of continuing legal education programs or individual study programs, which must include five hours on the subject of legal ethics. Credit is also awarded for significant achievement in the area of continuing paralegal education such as successful completion of a state certification test, completion of an Advanced Paralegal Certification program, or teaching in a legal assistant program.

There is a Certified Paralegal Emeritus Status category for paralegals over 55 years of age who have retired from employment as a paralegal and want to maintain their certification. The Emeritus Status is also available to those who are not working as a paralegal because of a disability. Contact NALA Headquarters for further details.

The Requirements for Maintaining Certified Paralegal Status appear in the appendix of this booklet.

Summary

Other Sources of Information

Information in this booklet may be found on the NALA web site, www.nala.org, along with current forms and the ability to pay fees on-line. Descriptive information about the program is included in the companion to this booklet, "Professional Paralegal Certification From NALA."

Questions and comments about this program may be directed to NALA Headquarters:

NALA Headquarters

*1516 S. Boston #200
Tulsa, OK 74119*

*918-587-6828
Fax: 918-582-6772*

Appendix Forms, Policies and Procedures

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CERTIFIED PARALEGAL EXAMINATION APPLICATION FORM

NALA, Inc.
1516 South Boston ■ Suite 200 ■ Tulsa, Oklahoma 74119
(918) 587-6828 ■ FAX (918) 582-6772 ■ <http://www.nala.org>

GENERAL INFORMATION - MUST BE COMPLETED BY ALL APPLICANTS

NALA Account Number:		
Last Name:	First Name:	MI:
Home Address		
City:	State:	ZIP:
Home Phone: ()	Check Preferred Mailing Address: <input type="checkbox"/> Home <input type="checkbox"/> Office	
Employer's Name:		
Address:		
City:	State:	ZIP:
Office Phone: ()	FAX Number: ()	
Preferred E-mail:		
Years of Paralegal Experience:	Total Years of Legal Experience:	
Examination Date:	Last 4 Digits of Social Security #:	
Amount Paid: \$	Paid By: <input type="checkbox"/> Master Card <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AmEx <input type="checkbox"/> Firm Check #	
Credit Card Acct #:	Expiration Date:	
Name As Appears On Card:	<input type="checkbox"/> NALA Member <input type="checkbox"/> Non-NALA Member	
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 must attend an ACT Testing Center. The list of ACT testing sites is available from: http://www.act.org/actcenters/locate/index.html		

SUBSTANTIVE LAW SECTION - APPLICANTS MUST SELECT FOUR AREAS

<input type="checkbox"/> Administrative Law	<input type="checkbox"/> Business Organizations	<input type="checkbox"/> Estate Planning & Probate
<input type="checkbox"/> Bankruptcy	<input type="checkbox"/> Criminal	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Contract	<input type="checkbox"/> Litigation	<input type="checkbox"/> Family Law

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 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.

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.

Signature	Print Name
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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. 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 CLVCP examination.

DEADLINES, FEES, AND TESTING CENTERS

Applications must be postmarked by December 1 for the January testing window; April 1 for the May testing window, and August 1 for the September testing window, and accompanied by a **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. Applications mailed less than ten working days after the deadline must be accompanied by a nonrefundable \$25 late fee. Applications mailed after the ten working day allowance will not be accepted for the ensuing testing window. Applications transmitted by FAX or completed on-line must be received on the deadline date in order to avoid a late charge.

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

If an applicant must withdraw the application, or the application is incomplete or rejected, payment will be refunded less a \$25 processing fee for each year the application is active and on file (a maximum of \$50).

Testing Centers: Applicants are expected to follow the rules of the testing centers. NALA is not responsible for non-ACT or ACT testing center rules, policies, or changes in prices. 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.

22½ 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 22½ 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 22½ quarter hours or 225 clock hours) of substantive legal assistant 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 legal assistant courses in lieu of experience.

Educational Institutions:

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 _____

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 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 _____

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 legal assistant/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, "legal assistant/paralegal" is defined as: legal assistants/paralegals are a distinguishable group of persons who assist attorneys in the delivery of legal services. Through formal education, training and experience, legal assistants 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 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 further attest that the above named applicant for certification as a paralegal has completed a minimum of twenty (20) hours of continuing legal education in accordance with the eligibility requirements.

Attorney Signature _____ Firm _____

Print Name _____ Address _____

State and Bar Number _____ City/State/ZIP _____

Year admitted to Bar _____ Today's date _____



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 Tulsa, OK 74119
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 www.nala.org
 E-mail: nalanet@nala.org



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. The retake form must be accompanied by a **certified check, money order, firm check, VISA, Master Card, Discover, or American Express. Personal checks will not be accepted.** Examination and respective application deadline dates are listed below.

NALA Account Number:		
Last Name:	First Name:	MI:
Home Address		
City:	State:	ZIP:
Home Phone: ()	Check Preferred Mailing Address: • Home • Office	
Employer:		
Address:		
City:	State:	ZIP:
Office Phone: ()	FAX Number: ()	
Date Employed:	Last 4 Digits of Social Security #:	
Name of individual attorney to whom assigned:		
Preferred E-mail:		

The CP Examination is administered through the ACT Testing Center Network. The list of ACT testing sites is available from: <http://www.act.org/actcenters/locate/index.html>

APPLICATION DEADLINES:

December 1 for the January testing window
 April 1 for the May testing window
 August 1 for the September testing window

Please be sure to include payment of \$60 per section when filing retake form.

Applications must be postmarked by December 1 for the January testing window; April 1 for the May testing window, and August 1 for the September testing window, and accompanied by a **certified check, money order, firm check, Master Card, VISA, Discover, or American Express** in the amount due for the number of sections to retake. Applications postmarked by December 10, April 10, or August 10 for the respective testing windows must be accompanied by a nonrefundable \$25 late fee. Applications mailed after December 10, April 10, or August 10 will not be accepted for the ensuing testing window. Applications transmitted by FAX or completed on-line must be received on the deadline date in order to avoid a late charge.

Total Retake Fee: (# of Sections x \$60) \$	
Amount Paid: \$	Paid By: • Master Card • VISA • Discover • AmEx • Firm Check #
Credit Card Acct #:	Expiration Date:
Name As Appears On Card:	

*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.

Please be sure to complete both pages of this form. All applicants must sign the attestation on the 2nd page of this retake form.

NOTICE OF INTENT TO RETAKE
Page 2

RETAKE POLICY:

Applicants in retake status may attend a maximum of five retake sessions within a two year period and will be allowed to choose which sections will be retaken during any retake session. Again, an applicant may only attend a retake session five times within the two year period. The examination must be successfully completed within five retake sessions in two years or credit for all passed sections will be forfeited.

REFUND POLICY:

If an applicant must withdraw the application, or the application is incomplete or rejected, payment will be refunded less a \$25 processing fee for each year the application is active and on file (a maximum of \$50).

SECTIONS TO RETAKE:

Please check off the sections you intend to retake.

- | | |
|--|---|
| <ul style="list-style-type: none">• • (2) Communications
Testing Time: 1.5 hours
• • (3) Ethics
Testing Time: 1 hour
• • (4) Judgment & Analytical Ability
Testing Time: 2.5 hours
• • (6) Legal Research
Testing Time: 1.5 hours | <ul style="list-style-type: none">• • (99) Substantive Law
Testing Time: 2 hours <p>Check off Four Elective Parts:</p> <ul style="list-style-type: none">• • (8) Administrative• • (9) Bankruptcy• • (10) Contract• • (11) Business Organizations• • (12) Criminal• • (13) Litigation• • (14) Estate Planning & Probate• • (15) Real Estate• • (16) Family Law |
|--|---|

TESTING CENTERS:

Applicants are expected to adhere to the policies and rules of all testing centers. NALA is not responsible for non-ACT or ACT testing center rules, policies, or changes in prices. NALA makes every effort to convey the rules accurately but may not be advised if the rules are changed.

ATTESTATION FOR CERTIFYING EXAM

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 (the "Examination Questions"), and agree to be bound by the Code of Ethics and Professional Responsibility of NALA. Inasmuch as it is and ever will be impracticable and extremely difficult to determine the actual damages resulting to NALA, should I divulge the contents of any Examination Questions, I agree to pay NALA, 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 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.

With full knowledge of the above requirements and agreement to be bound by any decisions of the Certifying Board for Paralegals of NALA, with respect to examinations or designations, I submit this application.

Date: _____ Signature: _____



Examinee Agreement and Sign-In (EASI)

All Testing Programs

OFFICE USE ONLY – DO NOT WRITE IN THIS AREA

- I certify that this form was signed in my presence and that I have verified the examinee's identity against an official photo ID.
- Examinee refused to sign this form and was denied admittance to test.

Form(s) of ID Provided:		Testing station number:	# of note boards:
<input type="checkbox"/> Drivers License	<input type="checkbox"/> Mil ID		
<input type="checkbox"/> Passport	<input type="checkbox"/> State ID		
<input type="checkbox"/> Other: _____			

ACT Center Staff Member Name (please print)

ACT Center Staff Member's Signature

Date

ACT Center Name/Site ID

EXAMINEE: Before beginning your test, carefully review the following ACT Center regulations. If you have any questions, ask the ACT Center staff. After reading the information, **sign and return this form in the presence of ACT Center staff.**

I understand the following conditions under which my examination will be delivered at the ACT Center:

1. I will be continuously monitored during my appointment.
2. I consent to the video and audio recording of my testing session and to the examination of the video and/or audio recording of my test session in the event questions should arise concerning possible violations of the procedures and/or rules of the Testing Center.
3. I will follow the instructions of ACT Center staff, represent myself honestly, and conduct myself quietly to avoid interfering with the performance of other test takers.
4. I will neither give nor receive any form of unauthorized assistance during the examination or any breaks.
5. I will not bring into the testing room any unauthorized items such as cell phones, food, drinks, purses, briefcases, backpacks, pagers, notes, note pads, photographic equipment, or any electronic devices, other than those provided by or expressly approved by the ACT Center staff. If I am observed using an electronic device, including a cell phone, in violation of these rules, it may be confiscated and sent to ACT for examination.
6. I will be provided earplugs upon request.
7. I am responsible for immediately notifying ACT Center staff of any adverse testing conditions. If I have questions or concerns about the test or environment, I will quietly leave the testing room to notify ACT Center staff. If I fail to notify ACT Center staff, my recourse may be limited.
8. I will allow ACT Center staff 30 minutes to resolve any problems that may arise (including technical issues or power failure). I have the option of continuing the examination or requesting a rescheduling of the examination for technical or other problems outside of my control taking more than 30 minutes to resolve.
9. I will sign in and out every time I enter or leave the testing room. During testing, the timer will remain running during any unscheduled breaks; therefore, it is in my best interest to use the restroom or otherwise address personal needs prior to beginning my test. I will remain in the testing center and may leave only to use those restroom facilities that are closest to the testing room. I will not leave the building. I will not access a phone or my personal belongings, except in the case of an emergency. Under such circumstances, I will notify ACT Center staff before accessing a phone or my personal belongings.
10. I will not remove any written, printed, or recorded materials of my examination from the ACT Center. The examination questions remain the property of the agency sponsoring my examination and/or the developing organization(s) and I shall maintain the confidentiality of the questions and answers.
11. I will return all materials, including note boards, provided to me by the ACT Center staff when I have completed my examination and before I leave the ACT Center.

I have read and consent to all of the above items. Failure to comply with these regulations may cause the termination of my test session and may have additional consequences as determined by the agency sponsoring my examination.

_____ Printed Name		_____ Signature		_____ Exam Name	
Time In	Entrance Initials	Time Out	Exit Initials		

Policy Statement

The Certified Paralegal Examination was developed by NALA-The Association of Legal Assistants-Paralegals and has been provided to the paralegal profession since 1976. The program is administered by the Certifying Board for Paralegals.

Examinee Attestation

All examinees are required to sign the following attestation on the application for the Certified Paralegal examination. This statement serves a reminder of your pledge of confidentiality, and reasons for suspension of authorization to use the Certified Paralegal credential:

I hereby declare that the above information [on the Certified Paralegal Examination Application Form] is complete and truthful. I further pledge not to divulge the contents of any examination question for certification as a legal assistant/paralegal by NALA (the "Examination Questions") and agree to be bound by the Code of Ethics and Professional Responsibility of NALA. Inasmuch as it is and ever will be impracticable and extremely difficult to determine the actual damages resulting to NALA should I divulge the contents of any Examination Questions, I agree to pay NALA 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 CLA/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 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 Question.
5. Subsequent conviction of a felony.
6. Violation of the NALA Code of Ethics and Professional Responsibility.

Terms and Conditions – Exam Delivery

Prior to allowing examinees to sign in to the testing site, all examinees are required to review the terms and conditions related to taking the CP examination via computer based testing. The information contained in the terms and conditions are also provided to examinees with the testing PIN and ID number, the NALA account number, and other instructions. Each examinee will be required to check "I accept these terms and conditions" prior to starting an examination.

Results

Results of the examination are provided by mail notification to all examinees. The results will be released by the first day of the second month following the test window, i.e., the first day of March, July, and November. Results are not available by e-mail, telephone or fax.

Appeal of Results

An examinee may appeal, in writing, to the Certifying Board for review of the Board's actions concerning examination results. The specific procedure for the appeal of examination results is posted on the NALA web-site.

Retake Policy

Examinees in retake status must successfully complete the Certified Paralegal examination within two years (a maximum of five retake sessions) or credit for all passed sections will be forfeited. If the examination is not completed within this time frame, the examinee must re-submit a completed application form required of first-time examinees and begin the certification process again.

Confidentiality of Examinees

The names of examinees for the Certified Paralegal examination are considered confidential and not released by NALA to any person, except examination proctors, without express approval of the examinee.

Other Certified Paralegal Program Requirements

This policy statement refers strictly to the delivery of the Certified Paralegal examination. It is the responsibility of each examinee to be familiar with the other policies and requirements of the Certified Paralegal Program, including but not limited to, the continuing education requirements to maintain the Certified Paralegal credential as well as examination and testing center fees.

--end--

Terms and Conditions

You are asked to agree to the following terms and conditions related to computer based delivery of the Certified Paralegal examination any time you sign in to the test web site. This information was provided to you with your examinee information from NALA.

PLEASE read the following carefully – some of the terms are duplicative of requirements of ACT testing centers, others are specifically required of all NALA examinees.

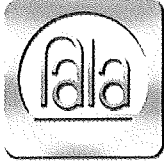
By clicking “I accept these terms and conditions,” you are agreeing to the following:

- I have read the “Policy Statement” and I am familiar with its provisions.
- I will be continuously monitored during my appointment.
- I consent to video and audio recording of my test session and to the examination of the video and/or audio recording of my test session in the event that any questions should arise concerning possible violations of the procedures and/or rules of the test center. *(May not apply to all centers.)*
- I will follow instructions of the test proctor, represent myself honestly, and conduct myself quietly to avoid interfering with the performance of other examinees.
- I will only use authorized computer equipment.
- I will not open software programs on the computer provided by the testing center unless instructed by the proctor.
- I will neither give nor receive any form of unauthorized assistance during the examination or any breaks.
- I will not bring into the testing room any unauthorized items such as food, drinks, purses, briefcases, backpacks, cell phones, pagers, notes, note pads, photographic equipment, or any electronic devices. If I am observed using an electronic device, including a cell phone, in violation of these rules, it may be confiscated and sent to NALA for examination.
- If I have questions or concerns about the test environment, I will quietly notify the test proctor.
- I will report all problems related to the testing center, proctor, or computer delivery of the exam to the proctor immediately. If an examinee does not report problems with exam delivery immediately to the proctor, NALA will trust there are no problems, and there is no basis for complaint after the examination session has ended.
- I will allow testing center staff 30 minutes to resolve any technical problems that may arise (including power failure). I have the option of continuing the examination or requesting a reschedule of the examination for technical or other problems outside of my control taking more than 30 minutes to resolve.
- I will sign in and out every time I enter or leave the testing room.
- During testing, the exam timer will remain running during any unscheduled breaks; therefore, it is in my best interest to use the restroom or otherwise address personal needs prior to beginning my test. I will remain in the test center and may leave only to use those restroom facilities that are closest to the test room. I will not leave the building. I will not access a phone or my personal belongings, except in the case of an emergency. Under such circumstances, I will notify the test proctor before accessing a phone or my personal belongings.

- I will not remove any written, printed, or recorded materials of my examination from the testing center. The examination questions remain the property NALA and I shall maintain the confidentiality of the questions and answers.
- I will return all materials, including scratch paper, provided to me by the test proctor when I have completed my examination and before I leave the test center.

Once I begin taking sections of the Certified Paralegal examination, I understand the examination, including retakes, must be completed within two years, (a maximum of five additional testing sessions). If the examination is not completed within this time frame, credit for all passed sections will be forfeited and a new application form will be required.

Abuse of this site, or non-compliance of these terms and conditions will not be tolerated. Should information concerning abuse or non-compliance come to NALA's attention, the candidate's ID number and PIN will be terminated and NALA may take further disciplinary action.



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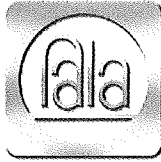
Appeal Process
Certified Paralegal Examination Results

A Certified Paralegal examination candidate may appeal, in writing, to the Certifying Board for review of the Board's actions concerning examination results.

Such appeal must include the candidate's basis for the appeal and any and all relevant documentation to be considered, and must be received at NALA Headquarters within thirty (30) days after release of the examination results. The Board Chair and NALA Headquarters staff will promptly investigate to determine whether the documentation submitted meets the Certifying Board's requirements for review of examination results. If it is determined that the appeal does not meet the requirements, the examinee will be so advised. If the information meets the board's requirements for an appeal, such appeal shall be reviewed by an Appellate Committee which shall be comprised of a minimum of three (3) members of the Certifying Board, to include a paralegal educator, an attorney, and an Advanced Certified Paralegal. Each member of the Appellate Committee shall have served a minimum of one (1) year on the Certifying Board.

The Appellate Committee of the Certifying Board will determine whether a decision made by the Certifying Board was inappropriate if: (1) the decision was based on material errors of fact, or (2) the NALA Certifying Board failed to follow published criteria, policies, and procedures. Only facts and conditions up to and including the time of the Certifying Board's decision are eligible for consideration during the appeal process.

After consideration of the matter under appeal, the Appellate Committee shall submit its recommendation for action to the Certifying Board. A majority vote of Certifying Board members shall be final and binding in the matter under appellate review. The Certifying Board will subsequently notify the examination candidate of its action.



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REQUIREMENTS FOR MAINTAINING CERTIFIED PARALEGAL STATUS

All Certified Paralegals (CPs) must submit evidence of completion of fifty (50) hours of Continuing Legal Education (CLE) every five (5) years, which must include five (5) hours on the subject of legal ethics, to maintain valid certification. A completed Recertification Affidavit plus a fee of \$100, effective May 1, 2008, will also be required at the time of recertification. Notice of one (1) year probation will be sent to the last known address of any CLA or CP failing to submit evidence of completion of the fifty (50) hours of CLE within the five (5) year period. If the CLA or CP fails to complete the above recertification requirements in the one-year probation period, certification will be revoked, with notice to the legal assistant. Further, it is the responsibility of the CLA or CP to provide NALA Headquarters with a change of address within thirty (30) days of relocation. Failure to provide a timely change of address shall constitute a waiver of the notice provision set forth above.

All requests for CLE credit are subject to approval by the NALA Certifying Board. Relevancy is subject to approval by the NALA Certifying Board which may request employer attestation.

The categories of qualifying CLE with hour values are:

CATEGORY A: Successful completion of a NALA Advanced Paralegal Certification course or NALA-recognized State Specialty Examination. Twenty (20) hours per APC certification.

CATEGORY B: Successful completion (Grade C or better) of a relevant course for a minimum of 3 quarter hours or 2 semester hours at an accredited institution of higher education. The NALA Certifying Board may require employer attestation to the relevancy of the course. Twenty (20) hours per course.

Auditing of a relevant course or completion of a relevant course not meeting above listed quarter/semester hour minimums. Ten (10) hours per course.

* Clarification of quarter/semester hours: Institutions of higher education are either on a quarter or semester system. Quarters are generally 10 to 12 weeks long; quarters hours are the unit of course measurement. Semesters are generally 14 to 15 weeks long; semester hours are the unit of course measurement. A 3 quarter hour course is the equivalent of a 2 semester hour course.

* Clarification of "accredited": By any nationally recognized accrediting agency.

* Credit is not available for general education courses.

CATEGORY C: Attendance at conferences, seminars, workshops, etc., on legal topics relevant for working paralegals, with actual legal educational hours recorded. Program must be a minimum of 50 minutes to be considered for credit.

* NALACampus courses generally qualify for 10 hours of CLE credit upon completion.

* NALACampus LIVE! courses generally qualify for 1« to 2 hours of CLE credit upon completion.

* Seminars and programs which provide analysis and interpretation of the law must have an attorney as the presenter or as one of a team of presenters.

* Credit may be considered for audio/video, in-house CLE programs, and state and local paralegal or bar association programs meeting the requirements as listed above.

* Credit is not available for self-study involving reading articles, books, etc.

* Sessions covering such topics as state or federal law or rules, ethics, torts, estate planning, etc., may be considered for substantive credit provided the programs meet the requirements as set by the Certifying Board.

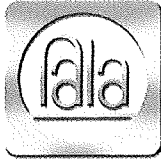
* Sessions covering topics such as law office management and computer software are considered as non-substantive hours. Up to 10 hours per five year period may be recorded in nonsubstantive areas.

* In order for the Certifying Board to consider requests for participation in seminars, workshops, etc., outside the paralegal field, the seminar must include a review of the current law, and then only those portions of the seminar relevant to the law are eligible for credit.

CATEGORY D: Certified Paralegals may petition the NALA Certifying Board for credit for teaching experience or seminar presentations on topics related to the work of a practicing legal assistant. Limit twenty (20) hours per petition.

* Special requests under Category D must be submitted in writing to NALA Headquarters with backup documentation in order to be reviewed for CLE eligibility.

* Credit is not available for work experience, whether paid or unpaid.



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* Research time spent in preparation as a seminar presenter may qualify for credit in addition to attendance at the program. The Certifying Board will allow up to a maximum of 3 hours of preparation time for each hour of presentation. Time spent editing, proofreading, etc., will not be considered.

* Teaching a substantive legal course may qualify for up to 20 hours of credit. Credit may only be recorded once per five year period for teaching the same course.

CATEGORY E: Certified Paralegals may petition the NALA Certifying Board for credit for other experiences that may be considered for credit. Example: Extensive research on a substantive topic related to the work of a practicing legal assistant which results in publication of an article in a legal publication. Work experience, whether paid or unpaid, cannot be considered for credit. Credit under this category is limited to a maximum of twenty (20) hours per request.

* Special requests under Categories D and E must be submitted in writing with backup documentation to NALA Headquarters to be reviewed for CLE eligibility.

* Substantive training sessions involved in volunteer activities such as CASA and Guardian Ad Litem may be considered for credit. Credit is not available for volunteer service.

* Service on the NALA Certifying Board or Advanced Paralegal Certification Board is not eligible for CLE credit.

MECHANICS: CLE credit submissions may be reported online through NALA's web site at www.nala.org or the CLE Reporting Form may be printed for submissions by mail, fax, or e-mail. Submit only the CLE Reporting Form. Backup documentation should not be sent unless you are submitting a petition for credit under Categories D and E or in response to an audit notice (explained below). The credit submission will be entered on your record as "unconfirmed."

To ensure the accuracy of CLE submissions, the NALA Certifying Board will audit unconfirmed submissions for CLE credit under Categories A, B, and C received by NALA Headquarters. If your record is audited, you will receive an audit notice from NALA Headquarters. You will have sixty (60) days from the date of the audit notice to submit backup documentation for unconfirmed entries you previously submitted. You may send your documentation to NALA Headquarters by mail, e-mail, or fax. Documentation will not be returned, so you should send copies, not original documents. If you provide satisfactory evidence of attendance or completion, the credits will be considered "confirmed."

If you do not submit satisfactory evidence within sixty (60) days of the audit notice, the NALA Certifying Board may refuse to give CLE credit for the unconfirmed submissions and you may be subject to discipline as set forth in the Rules for Disciplinary Proceedings.

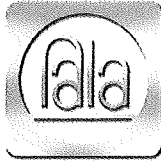
You must keep satisfactory evidence of attendance or completion of a CLE event or course for which credit has not been confirmed for a minimum of one year from the date of acknowledgment of the credit by NALA. Acknowledgment means NALA Headquarters has posted the credit on your CLE record. A recap of your CLE record will be sent to you after each submission. The recap will show each entry as either "unconfirmed," "confirmed," or "recorded." A confirmed entry or confirmed credits are those given for CLE events or courses at which the CLA/CP's attendance or completion is verified (1) directly by NALA (for example, completion of a NALA Campus program or achievement of a NALA Advanced Certified Paralegal designation), (2) directly to NALA by an independent third party (for example, an attendance roster sent to NALA by a CLE sponsor or provider), or (3) by submission of the CLA/CP of satisfactory evidence of attendance or completion. A recorded entry is an unconfirmed entry no longer subject to audit. Only unconfirmed credits for CLE are subject to audit. However, in the event of a disciplinary proceeding concerning the CLA/CPs CLE credit, any entry on the CLA/CPs record may be reviewed.

Satisfactory evidence of attendance at or completion of a CLE event or course includes, but is not limited to:

Category A: Copy of the certificate or other record of the governing body of the NALA-recognized State Specialty Examination program.

Category B: Copy of transcripts or other documentation from the accredited institution of higher education providing evidence that the CLA/CP completed the course and the number of hours awarded by the institution.

Category C: Copy of the certificate of attendance form given to the CLA/CP by the CLE provider or sponsor.



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Legal education events dealing in substantive areas and/or interpretation of the law must be taught by attorneys or attorney/paralegal teams.

Five (5) CLE credit hours on the subject of legal ethics are required for every recertification after January 1, 2006.

The NALA Certifying Board reserves the right to adjust entries in accordance with the current Requirements for Maintaining Certified Paralegal Status.

Adopted 10/10/77; Amended 6/81; 8/82; 5/85; 5/87; 2/88; 5/88; 10/88; 3/93; 6/96; 5/97; 1/00; 5/04; 1/06; 4/09

- CLA is a certification mark duly registered with the U.S. Patent and Trademark Office (No. 1131999). Any unauthorized use is strictly forbidden.
- CP is a certification mark duly registered with the U.S. Patent and Trademark Office (No. 78213275). Any unauthorized use is strictly forbidden.
- CLA Specialist is a certification mark duly registered with the U.S. Patent and Trademark Office (No. 1751731). Any unauthorized use is strictly forbidden.
- ACP is a certification mark duly registered with the U.S. Patent and Trademark Office (No. 78/687519). Any unauthorized use is strictly forbidden.

Print Date: 6/1/2010