



## 2018 Certified Paralegal Examination FAQs

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## **From the Certifying Board 2018 Certified Paralegal Examination FAQs**

### **When will the examination be administered?**

We anticipate the initial 30-day testing window will open March 1 and close March 31. Applications may be filed at any time and all registered examinees will receive instructions on registering for the examination once scheduling becomes available.

### **Will I receive my score at the testing center for the initial testing window?**

No. The first administration of the Knowledge Exam will be offered during a month-long window with 150 items. This administration will be used for post-administration analysis, scoring, and standard setting. For this initial session, results will not be available upon completion but will be provided once the analysis, scoring, and standard setting has been completed. Please expect results for the initial window 4-6 weeks after the testing window closes.

Additional details regarding the initial 30-day window:

- 100 questions out of the 150 questions will be scored (determined after administration).
- 50 questions out of the 150 questions will be pretested for statistical analysis (determined after administration) but will not be scored.
- 3.75 hours testing time (90 seconds per item) will be provided for this one-time testing session.

When the examination opens for year-round testing, 120 questions will be included on each Knowledge Exam:

- 100 questions will be scored.
- 20 questions will be pretested for statistical analysis.
- 3 hours testing time (90 seconds per item) will be provided for all subsequent Knowledge Exams.
- Result reporting will be available upon completion with on-demand testing year-round.
- Once an application is approved for the Certified Paralegal examination, candidates will have 365 days from the approval date to sit for and pass the Knowledge Exam. If the candidate does not take the Knowledge Exam within 365 days of the initial approval date, the application will not be returned, and payment 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.

### **What are the examination fees?**

- First time candidates:
  - Nonrefundable examination fee of \$250 for NALA members, \$275 for nonmembers.
  - Includes one attempt for the Knowledge Exam and one attempt for the Skills exam.
- Candidates who do not pass the first attempt of the Knowledge or Skills CP examination in 2018:
  - Nonrefundable attempt fee of \$60 per subsequent attempt for the Knowledge Exam
    - A maximum of three attempts are available during the 365-day eligibility period
  - Nonrefundable attempt fee of \$60 per subsequent attempt for the Skills Exam

- A maximum of three attempts are available during the 365-day eligibility period

**I filed an application in April 2017 for the examination and it has been transferred to 2018. Do I need to file a new application?**

A new application will not be required; however, candidates will be required to sign a new attestation form effective for 2018. All examinees registered for the 2018 examination will receive an e-mail notice to the last known e-mail address on file and a link to the form on the NALA website.

**I took the examination in 2017. What are my retake options?**

Candidates who did not successfully complete all sections by the September 2017 examination will retake the entire exam in its new format starting in 2018. NCCA accreditation requirements do not allow administration of two or more different examination formats for the same credential.

- Candidates who first sat for any section in September 2015 through January 2016 had the full two years provided in their original application to take and pass all sections of the exam; their applications expired after the September 2017 testing window closed.
- Candidates who first sat for any section in the testing windows beginning May 2016 through January 2017 needed to successfully complete any remaining sections of the examination by the September 2017 testing window.
  - Candidates in the testing windows beginning May 2016 through January 2017 had a reduction in time to complete the examination from the time allowed in the initial application. These candidates will be permitted to re-take the new exam once at half cost since the time to complete the examination has been reduced. Any subsequent re-takes will be at full price.
- Candidates who did not take any sections prior to the May 2017 testing window had the option to sit for the examination in May 2017 or September 2017 but had to complete the exam and pass all sections by the closing of the September 2017 testing window. If candidates did not take and pass all sections by the closing of the September 2017 testing window, these candidates are required to file a new application and take the examination in its new format beginning in 2018. This also applies to candidates filing new applications for the May 2017 and September 2017 testing windows. Candidates in this group are required to pay the full application fee. A nonrefundable \$250 for NALA members or a nonrefundable \$275 for nonmembers.
  - Candidates who had not yet taken any sections of the exam also had the option to wait until 2018 to sit for the examination with the application transferred to the 2018 examination upon request.

**I passed my Knowledge Exam. When may I take the Skills Exam?**

Candidates who pass the Knowledge Exam will receive notice within two weeks of approval to sit for the Skills Exam. 365 days (which begins with the approval date) will be provided to sit for and pass the Skills Exam after receiving notice of approval from NALA.

Candidates are provided a total of three attempts to successfully complete the Skills Exam within the 365-day period and must wait 90 days between each attempt.

If the Skills Exam is not successfully completed in the 365-day period (which begins with the approval date), candidates will start over by re-taking the Knowledge Exam.

The Skills Exam will be administered during four testing windows each year: February, April, July, and October. We anticipate the first Skills testing window will take place in July 2018, after the year-round testing for the Knowledge exam has opened.

**I took the examination in 2016 and didn't know about the changes to the 2018 examination. Why wasn't I notified?**

Once the changes were announced in March 2017, the information was posted to NALA's website and e-mail notices were sent to the last known e-mail addresses of all registered examinees on file as of March 9, 2017. Subsequent e-mail notices were sent as reminders and candidates were also notified with the acknowledgment of their application approval and the authorizations to test.

**How do I know what to study?**

The Exam Content Outline on the next page provides the breakdown of subjects tested on the examination and is based on federal rules and procedures. The examination tests on general knowledge and concepts in each of the areas listed on the outline. Most areas are included in paralegal studies curricula or are areas commonly practiced by paralegals as evidenced by the responses to the 2016 Job Task Analysis Survey conducted in the Fall of 2016.

Suggested sources for study are available from the NALA website. We have been advised the Nutshell series, available from <http://home.westacademic.com/nutshells>, offers guides that explain the key issues of law and may be helpful to individuals preparing for the CP examination. We are aware NALA is working on additional study materials for the examination and information will be posted to the NALA website as soon as materials become available. These sources are provided for information only; candidates are not required to purchase all these materials or any of these materials. Successful completion of the Certified Paralegal examination depends on many factors, including educational background and experience. It may be helpful to determine the areas most familiar and focus on areas that may require additional study.

As with any certification board, the function of the Certifying Board is to test the knowledge rather than teach the test. In accordance with the NCCA accreditation requirements, the NALA Certifying Board is not involved in the development or delivery of any CP exam study materials, preparation materials, or products; and the developers of those materials and products do not have access to any CP exam content. The Certifying Board does not require, approve, endorse, or recommend any specific study materials or methods to be used by examinees. The Certifying Board has no involvement with the NALA online study group nor does the Certifying Board provide any information, answers, or responses to questions posed by the online study group.

## Exam Content Outline

Knowledge Exam		100 points
1	United States Legal System	15
1.A	Sources of Law	
1.B	Judicial System	
1.C	Remedies	
1.D	Administrative Law	
2	Civil Litigation	15
2.A	Jurisdiction	
2.B	Federal Rules of Civil Procedure	
3	Contracts	15
3.A	Formation, Rights, and Duties	
3.B	Enforcement and Defenses	
4	Corporate/Commercial Law	10
4.A	Business Organizations	
4.B	Rights and Responsibilities	
4.C	Transactions	
5	Criminal Law and Procedure	5
5.A	Criminal Law	
5.B	Criminal Procedure	
6	Estate Planning and Probate	5
6.A	Estate and Trusts	
6.B	Wills	
7	Real Estate and Property	10
7.A	Property Rights and Ownership	
7.B	Transactions	
8	Torts	10
8.A	Intentional Torts	
8.B	Negligence	
8.C	Strict Liability	
9	Professional and Ethical Responsibility	15
9.A	American Bar Association (ABA) Model Rules of Professional Conduct	
9.B	Unauthorized Practice of Law	

Skills Exam		30 points
1	Writing	12
1.A	Grammar, Spelling, and Punctuation	6
1.B	Clarity of Expression	6
2	Critical Thinking	18
2.A	Reading Comprehension	6
2.B	Analysis of Information	6
2.C	Decision Making	6