



Certified Paralegal Exam Testing Schedule

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	Email 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.** NALA will no longer provide after-hours testing call support. However, the technical support at TesTrac, 952-997-0641, is still available. If there are any emergencies, you may either call NALA at 918-587-6828 to leave a voice message or send an email to testing@nala.org. A NALA staff member will respond to your message during business hours: Monday – Friday, 8:30 am to 5:00 pm CST.

List your schedule here:

Knowledge Exam Dates	Starting Time

Skills Exam Testing Window	Dates	Starting Time
February		
April		
July		
October		

IF YOUR CENTER IS OPEN TO ALL, PLEASE COMPLETE THE FOLLOWING:			
THIS INFORMATION WILL BE PROVIDED TO ALL EXAMINEES VIA A PAGE ON THE NALA WEBSITE.			
Contact name:	First	MI	Last
Email 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):			

PROCTORS AND PROCTOR TRAINING	
Name and email 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!	
Training Access: 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.	