



## Certification Reminders for 2022

### Recertification Requirements

Certified Paralegals must complete a total of 50 hours of continuing legal education (CLE) programs, including a minimum of five hours of legal ethics, and not more than 10 hours of non-substantive, during each five-year recertification period.

All CLE for the recertification period must be entered into the NALA system prior to the certification expiration date.

In order to recertify you **MUST** meet the three Certifying Board requirements listed below, by the certification expiration date:

1. Completion and submission of 50 CLE hours including five hours of legal ethics (and not more than 10 hours of non-substantive)
2. Signed [Recertification Affidavit](#)

\$125 recertification fee paid to NALA

### Recertification and Membership Renewal Fees

Certification and Membership are two separate divisions within NALA. Your certification is not dependent upon being a member and vice versa.

Certification occurs every five years and is awarded after successfully passing the Certified Paralegal Exam. It must be maintained by participating in the required continuing legal education along with submitting the recertification fee.

Membership is renewed annually. Being a NALA member provides you with a tremendous amount of [benefits](#) including discounts on online education, products, and conference registration.

### One-year Certification Extension

As of January 1, 2019, the automatic one-year extension to meet recertification requirements is **no longer provided** to Certified Paralegals. NALA sends the following courtesy reminders to all Certified Paralegals prior to the certification expiration date:

**Email** (*sent to your preferred email address on file*):

- One-year proactive recertification (one year prior to the certification expiration date)
- Recert proactive #1 (three months)
- Digital badge reminder from Credly (two months)

- Recert proactive #3 (one month)
- Final recert (the first day of your certification expiration month)

**Mail** (sent to your preferred mailing address on file)

- Postcard (two months)

A Certified Paralegal's failure to meet the recertification requirements prior to expiration of the certification will result in revocation of the Certified Paralegal credential.

Certified Paralegals with extenuating personal challenges (which could include (i) long term unemployment; (ii) severe medical issues hampering one's ability to work or engage in activities outside of work for a period of one year or more; or (iii) active military service or active military reserve duty) may file a hardship appeal within 30 days after the expiration date of the certification. [Click here](#) for the hardship appeal form on the NALA website.

### **CLE for Selected Articles in *Facts & Findings***

One hour of CLE credit will be provided to NALA members for reading five designated articles in a single issue of *Facts & Finding*. Articles eligible for CLE credit will be identified in each issue of *Facts & Findings*. No partial credit will be given, articles cannot be combined from different *Facts & Findings* issues, and CLE credit must be submitted within one year of the publication date. No other publications will be considered. Up to two hours of CLE will be available per year with a maximum of five hours of CLE available per each five-year certification period.

### **Certification Marks**

The certification marks are a distinctive visual symbol that indicates an individual is qualified to provide paralegal services by virtue of having 1) completed the education and examination requirements for certification by the National Association of Legal Assistants; 2) agreed to the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants; 3) agreed to continuing education requirements to maintain the national certification; and 4) the Advanced Certified Paralegal has completed 1-3 and the advanced course. The certification marks cannot be used by individuals who have not met these requirements, and their use may be revoked for failure to comply with ethical standards and recertification requirements.

Please [click here](#) to review the **NALA Credential Guidelines** and how to download the CP and ACP logos!



ACCREDITED THROUGH APRIL 30, 2024