

## **Appeal Process** Certified Paralegal (CP®) 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 within thirty (30) days after release of the examination results. The Board Chair and NALA 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.

