



6450 S Lewis Ave, Suite 250 | Tulsa, OK 74136 | PH: 918-587-6828 | FAX: 918-582-6772 | www.nala.org

Certified Paralegal Exam Partner Testing Center Application

Name of Testing Center	
Testing Center Address	
Primary Contact	
Email Address	
Contact Phone	

TESTING CENTER REQUIREMENTS

Workstation Equipment Needed

- Internet Explorer 9 or higher as the standard browser
- Internet connection speed of 256 kbps minimum screen resolution: 1280 x 1024
- Minimum system configuration: 366 MHz Pentium II with 128 MB of RAM
- Operating System: Windows 2000, Windows XP, or higher
- No plug-in software (Flash, virtual Java, etc.) required
- Exam candidates are not allowed to access other website(s) nor may candidates load information on workstation drive

Workstation Environment

- Quiet, well lit, comfortable temperature
- Visible workstations so proctor can monitor examinees
- Place to store personal items, even if at the front of the room with the proctor.

Note: The Exam is browser-based; candidates' answers are recorded directly on the server. The testing center is not required to download any programs or data.

TESTING CENTER APPLICATION APPROVAL DEADLINE DATES

- Application forms must be submitted at least two weeks in advance of the approval deadline to ensure establishment of a testing window.
- Once a testing center is approved, subsequent application forms are not required. However, if there is any change in proctors, a new proctor form is required at least two weeks prior to administering the first exam.
- NALA reserves the right to cancel a testing center if the workstation requirements are not met, or based on examinee complaints.

PROCTORS

The testing center is required to provide proctors to administer the Certified Paralegal Exam. NALA requires a minimum of two proctors identified by the testing center, and approved by NALA, for each administration of the Certified Paralegal Exam; however, if only one proctor is available, one is acceptable.

Qualified proctor categories include:

- Instructors (do not teach paralegal courses)
- Paralegal program directors (do not teach paralegal courses)
- Retired instructors or paralegal program directors
- Professional educators (other instructors at the school who do not teach paralegal courses)
- Human Resources Professionals
- Member of NALA with CP credential (must be certified at least five years)

Note: Proctor forms are required before the testing center may be approved.

FEES

- It is the responsibility of the testing center to establish and collect testing center fees and proctor fees from examinees.
- NALA is not responsible for these fees, nor no-show fees of examinees.

SIGNATURE

I certify that:

- my testing center meets the workstation equipment /environment requirements listed on page 1
- we understand we are relied upon to provide qualified proctors for each testing session; NALA will provide training for the proctors
- testing center and proctor fees will be established by my school/institution, and will be charged to the examinees
- it is the responsibility of my testing center to collect testing center and proctor fees from the examinees
- the testing center may not publicize itself as a NALA approved examination site for the Certified Paralegal Exam until the application is approved
- we may be asked to allow examinees who are not part of this institution or school to take the examination during our testing sessions, and we will try to accommodate this request if we have the space
- we understand that the testing schedule must be established and provided to NALA one week before the testing window opens
- we have read and understand the requirements and specifications of Partner testing centers provided by NALA.
- we will sign, return, and adhere to the Confidentiality Agreement

Signature

Date