

## Certified Paralegal Recertification FAQs

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# Certified Paralegal Recertification FAQs

## Now that I have passed the CP® Exam, what happens next?

- Read the information in your packet! Hang your certificate, post your digital badge on social media, update your resume, and add your designation to your business card and email signature!
- Certified Paralegals (CPs) are required to meet certain continuing legal education (CLE) requirements to maintain the certification. To maintain a successful career as a paralegal, and a credential relevant to employers and consumers of paralegal services, participation in CLE programs is required.

## How many CLE credits am I required to obtain per five-year certification period?

- 50 hours of CLE, including five hours of legal ethics, and not more than 10 hours of non-substantive credits.

## Does CLE have to be earned in specific categories?

- Yes. There are three main categories of CLE. Click [CLE Categories](#) for additional details.
  - Legal Ethics
  - Substantive
  - Non-substantive

## How long is my certification valid?

- Five years and it must be renewed. Lifetime certification is not available due to the continual change in laws and procedures. These directly impact the work performed by paralegals which makes continuing legal education an essential part of the certification process.

## How do I use the CP® credential?

- Use this reference sheet as a guide: <https://nala.org/wp-content/uploads/2022/01/NALA-Credentials-Guidelines-2022.pdf>

## Where can I locate my certification dates?

- In your NALA account (see the screenshots)

## Option 1 – Overview screen

Certification Information

Completed Certifications

Pending Certifications

Inactive Certifications

Applications

Certification Name	Start Date	End Date
CP Certified Paralegal	12/1/2021	11/30/2026

## Option 2 – Certification screen

Overview Account Organizations Purchases Requests Documents

Recent Orders

Recent Invoices

Recent Payments

Memberships

Subscriptions

Advertising

Events

Merchandise

Publications

Courses

Certifications

Completed Certifications Pending Certifications

Inactive Certifications Applications

Certification Name	Start Date	End Date	Manage	View
CP Certified Paralegal	12/1/2021	11/30/2026	Manage	View

## How do I enter my CLE?

- For step-by-step instructions, click [How-To-Enter-Your-CLE.pdf \(nala.org\)](https://www.nala.org/How-To-Enter-Your-CLE.pdf).

## Once I've entered my CLE, how do I see my total?

- Click the blue **View Your Total CLE Hours** on the same screen as entering your CLE. Once the transcript opens your CLE is calculated per category (legal ethics, non-substantive, and substantive).

## If I make a mistake after entering CLE, how do I correct it?

- Send an email to [cle@nala.org](mailto:cle@nala.org) to request the correction(s) be made. Be sure to advise the title of the course, entry date, and supporting documentation to confirm the correct amount of hours.

## Do I need to manually enter my CLE?

- Yes, if it is not sponsored by NALA.
- If it is sponsored by NALA, no.
  - NALA's online education (live webinars, on-demand webinars, self-study courses, and Conference CLE) is automatically imported to your CLE account daily. If you manually enter it, it creates a duplicate, generates a false total, and NALA staff must remove it.

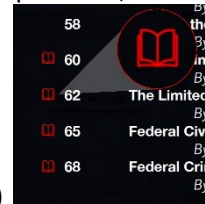
## Will NALA remind me to recertify?

- Yes, NALA sends various courtesy reminders to all Certified Paralegals prior to the certification expiration date via email and mail.

## What qualifies for CLE?

- The Certifying Board will only award CLE hours for education that is relevant to the work of paralegals. CLE hours are subject to random verification (CLE Audit) by the Certifying Board. CLE hours are not awarded for work-required activities (paid or unpaid) such as trial preparation, witness interviewing, or research of a case-related subject.
  - Seminars, workshops, and conferences
    - NALA's [online education courses](#) (live webinars, on-demand webinars, self-study courses, and our annual conference)

- **Your local NALA Affiliate** – Contact them to find out when their next CLE session is ([click here](#) and scroll down to the List of Current Affiliated Associations for a list or check out the [Affiliate Sponsored events](#)).
- **Your local bar association** – May have audio or video tapes of various legal education programs.
- **YouTube** - Enter “continuing legal education” into the search bar and earn your CLE by watching videos. (The presenter(s) must have relevant education, experience, certification, or license(s)).



- NALA’s *Facts & Findings* articles (designated with a red book icon)
- College courses
  - CLE credit may be awarded for completion of a college course offered by a college or university that is regionally accredited so long as a grade of 2.0 on a 4.0 scale, or a grade C or above, is achieved.
- Advanced Paralegal Certifications and State Specialty Certifications
  - NALA’s [Advanced Certified Paralegal](#) courses (up to 20 hours of CLE)
    - Earn the ACP® designation
- Presenting or Teaching
  - Hours may be awarded for presenting a seminar or workshop, or for teaching a course in a college-level paralegal program on a subject of substantive law or procedure related to the work of paralegals, including mock trials.
  - CPs will be awarded two hours for every one hour of instruction. Hours for seminars or courses with more than one instructor will be awarded prorata based upon the number of instructors.
- Published articles
  - Hours may be awarded for publishing an article of at least 1,000 words in a legal periodical or book on a subject of substantive law or procedure related to the work of paralegals.
- Training for volunteer activities
  - Hours may be awarded for time spent in substantive legal training to volunteer paralegal services.

## How will I know if my CLE entries are audited and what am I required to do?

- NALA will send you an email advising you that a specific entry is being audited. The CLE entry will be updated with “Audit” in front of the title of the entry in your CLE account.
- Send your documentation to [cle@nala.org](mailto:cle@nala.org) within the 30-day deadline.

## What happens if I do not respond to the audit?

- You are sent a 15-day reminder.
- Your entry is declined if the supporting documentation is not received by the 30-day deadline.

## Do I need to upload my certificate of attendance forms?

- No. However, keep your documentation for the duration of your certification period as your CLE entries are subject to audit.

## If the session that I attend does not provide a certificate, how do I prove my attendance?

- You may utilize a NALA [certificate of attendance](#) form and your employer may validate it; or
- You may complete a notarized affidavit.

## When may I recertify?

- If the CLE requirements have been met, then you may recertify on the first of the month of your certification expiration date.
  - If your certification expiration date is 12/31/2025, the earliest date you may recertify is 12/1/2025.

## How do I recertify?

- If the CLE requirements have been met, then you may recertify on the first of the month of your certification expiration date either online or submit the PDF Recertification Affidavit via email, fax, or mail.

## Why did I receive an error message when I clicked the online recertification form?

- It's not time for you to recertify; or
- It's after your certification expiration date; or
- You have not met the required CLE credits
  - Did you enter at least five hours of legal ethics?
  - Do you have at least 45 hours of substantive CLE?
  - Do you have more than the 10-hour maximum of non-substantive CLE?

## I do not understand how to read my CLE transcript. Who can help me?

- NALA staff. We are happy to walk you through it by phone 918-587-6828 or email [cle@nala.org](mailto:cle@nala.org).

## Why did my certification get revoked?

- The CLE requirements were not met by the deadline; or
- The Recertification Affidavit and fee were not returned by the deadline

## Can my certification be reinstated?

- Perhaps. You may submit an [Appeal form](#) to [cle@nala.org](mailto:cle@nala.org) and the Certifying Board will review it.

## I am retiring soon but I do not want to lose my certification. What can I do?

- Congratulations on approaching the next phase of your life! If you meet the requirements on the form, you may submit the online [CP® Retired form](#).
- If approved, your certification status will be changed to CP® or ACP® Retired.

## I am permanently disabled.

- If you meet the requirements on the form, you may submit the online [CP® Retired Disability form](#).
- If approved, your certification status will be changed to CP® or ACP® Retired.

I am returning to work but I retired three years ago. I want to reactivate my certification.

- You may submit the online [CP® Retired Re-Activation form](#).