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Certified Paralegal (CP®) Exam Application

**CERTIFIED PARALEGAL (CP®) EXAMINATION APPLICATION
GENERAL INFORMATION - MUST BE COMPLETED BY ALL APPLICANTS**

(Name as it appears on your ID)

Last Name: _____ First: _____ M.I. _____ Account #: _____ NALA Member: Yes No

Applicant Type: Military Paralegal Student Standard (not military, not paralegal student)

Eligibility Pathway: Category 1 Category 2 Category 3

Military Status: Active-Duty Veteran Guardsmen Reservist Spouse Military Branch: _____ Military ID: _____

Testing Modality: Onsite Testing Partner Testing Remote Proctoring

If you will be taking the examination at a Partner Testing center location, please indicate below the name of the location, city & state:

Partner Testing Center _____ City/State _____

Home Address: _____ Home Phone: _____ Home Email Address: _____

Employer: _____ Work Address: _____ Work Phone: _____

Work Email Address: _____ Years of Paralegal Experience: _____

NOTE: The Certified Paralegal Examination is administered in compliance with requirements of the Americans with Disabilities Act. All special requests must accompany this application form. Examinees qualifying for special accommodations under the provisions of the ADA must attend a PSI Testing Center. The list of PSI testing sites is available from: <https://test-takers.psiexams.com/nala>

Amount to charge card: \$ _____ Payment Method: Credit Card Money Order Personal/Firm Check # _____
(Application + testing center fee)

Name As Appears on Card: _____ Card #: _____

Expiration Date: _____ Billing Address: _____

APPLICANT ATTESTATION - MUST BE SIGNED BY ALL APPLICANTS

I hereby declare that the above information is complete and truthful. I further pledge not to divulge the contents of any examination questions for certification as a paralegal by National Association of Legal Assistants, Inc. (the "Examination Questions"), and agree to be bound by the Code of Ethics and Professional Responsibility of NALA, Inc. Inasmuch as it is and ever will be impracticable and extremely difficult to determine the actual damages resulting to National Association of Legal Assistants, Inc., should I divulge the contents of any Examination Questions, I agree to pay the National Association of Legal Assistants, as liquidated damages and not as a penalty, the sum of \$500 for each breach of my agreement not to divulge the contents of any Examination Questions. I further understand that the CP® designation may be suspended or revoked and that I may be prohibited from taking any further NALA exams, including, but not limited to, any specialty practice area exams or retaking the general certification exam for the following reasons:

- falsified information on any document submitted to the Certifying Board;
- been disciplined for the unauthorized practice of law since applying for the Certified Paralegal credential;
- failed to meet continuing legal education requirements;
- divulged the contents of any examination question;
- been convicted of a felony since applying for the Certified Paralegal credential;
- failed to notify NALA of updates to their application for the Certified Paralegal credential;
- violated the NALA Code of Ethics and Professional Responsibility;
- violated the Certified Paralegal Program Handbook;
- violated the "Terms and Conditions of Testing"; or
- engaged in any other conduct determined by a majority vote of the Certifying Board to be unethical or unprofessional (including, but not limited to, any oral or written communication with NALA staff or volunteers that includes intimidating, abusive, threatening, or derogatory language).

In addition, an Examination Candidate is also subject to disciplinary action if the Candidate is found to have committed either of the following:

- unfairly gained exam information by using unauthorized materials or websites during the examination; or
- provided any assistance to another candidate at any time during the exam preparation or delivery period.

I hereby accept the **Withdrawal, Incomplete, or Rejected application policy**: If an applicant must withdraw the application, a \$75 cancellation fee is required. If the application is incomplete or rejected, the application will be denied and a \$75 processing fee is required.

Print Name: _____ Signature and Date: _____

With full knowledge of the above requirements and agreement to be bound by any decisions of the Certifying Board for Paralegals of NALA, Inc., with respect to examinations or designations, I submit this application.

Print Name: _____ Signature and Date: _____

QUALIFICATIONS

Eligibility

Candidates for certification must meet one of the following requirements outlined in Categories 1, 2, or 3 on the following pages, at the time of filing this application form. Select the appropriate category based on your experience and training and complete all information required for the category.

Ineligibility

Individuals currently incarcerated for any felony offense, or on probation, parole, or other court-imposed supervision for a felony offense, are ineligible to apply for the Certified Paralegal Examination.

FEES AND TESTING CENTERS

Payment will be accepted by check, money order, credit card (Master Card, VISA, Discover, or American Express).

Application Fees

Application	Member	Non-Member
Standard	\$325	\$375
Military	\$240	\$280
Student	\$150	\$175

Testing Center Fees

Exam	Onsite Testing	Remote Proctoring	Partner Testing
Knowledge Exam	\$67	\$50	\$20
Skills Exam	\$60	N/A	\$20

**The Paralegal student fee is for paralegal students who will be graduating from a Paralegal program within the 60-day document submission deadline and who do not currently qualify under category 1, 2, or 3. Those applying via the student pathway must mail, email, or fax the application to us.*

**The Partner Testing option requires preapproval before payment is submitted.*

The Certified Paralegal Examination program has been approved by the Veterans Administration under the licensing and certification benefit. The VA will pay the examination fee for qualified veterans. For further information, see www.gibill.va.gov/.

Application Policy

Once candidates receive the authorization to test for the Knowledge Exam, candidates will have up to three attempts within 365 days from the initial authorization to test date to pass the Knowledge Exam. Candidates who pass the Knowledge Exam will receive authorization to take the Skills Exam after paying the testing center fee. Candidates have up to three attempts within 365 days from the authorization to test date to pass the Skills Exam. If the candidate does not take the exam within the 365 days of the initial authorization to test date, NALA will destroy the application.

Withdrawal, Incomplete, or Rejected Applications

If an applicant must withdraw the application, a \$75 cancellation fee is required. If the application is incomplete or rejected, the application will be denied and a \$75 processing fee is required.

Testing Centers

Applicants are expected to adhere to the policies and rules of the testing centers and to the Terms and Conditions of Testing. NALA is not responsible for Partner testing or PSI testing center rules, policies, or fees or changes in fees. NALA makes every effort to convey the rules accurately but may not be advised if the rules are changed.

**Contributions or gifts to NALA are not deductible as charitable contributions for federal income tax purposes. However, payments may qualify as ordinary and necessary business expense.*

RATIONALE FOR ELIGIBILITY REQUIREMENTS OF NEW CANDIDATES

Candidates are required to pass both the Knowledge and Skills Examinations of the Certified Paralegal credential to demonstrate that their education, coursework, experience, and training have resulted in sufficient understanding of the knowledge, skills, and abilities required to provide competent evidence-based paralegal services as determined by the job analysis studies and represented on the examination content outlines.

Because there is no comparable means for assessing competence outside of the CP® Examination, the Certifying Board does not grandfather candidates and requires everyone earning a CP® credential to have successfully fulfilled all published eligibility criteria, including passing of the examination.

EXAM POLICY

KNOWLEDGE EXAM

- Candidates must first pass the Knowledge Exam before proceeding to the Skills Exam.
- Candidates are eligible to take the Knowledge Exam only after they have graduated from a paralegal educational program, if using the eligibility pathway; or have the required minimum experience, if using the experience category. The on-demand testing will remove deadlines to apply for the examination. Candidates will be able to apply when they are eligible.
- Once candidates receive the authorization to test for the Knowledge Exam, candidates will have up to three attempts within 365 days from the initial authorization to test date to pass the Knowledge Exam.
 - If the candidate does not take all three attempts of the Knowledge Exam within 365 days of the initial authorization to test date, the application is voided. A new application and fee are required to reapply for the Certified Paralegal Exam.
 - If the candidate does not pass the Knowledge Exam in three attempts during the 365 days, a new application and fee are required to reapply for the Certified Paralegal Exam.
- Candidates **MUST** wait 90 days between each of the three attempts of the Knowledge Exam and must submit a retake application and fee to NALA to initiate each additional attempt and receive a new Testing Ticket notification.

SKILLS EXAM

- Candidates who pass the Knowledge Exam will receive authorization to take the Skills Exam after paying the testing center fee.
- Candidates have up to three attempts within 365 days from the authorization to test date to pass the Skills Exam.
 - If the candidate does not take all three attempts of the Skills Exam within 365 days of the initial Skills Exam authorization to test date, the application is voided. A new application and fee are required to reapply for the Certified Paralegal exam. The candidate is required to start over by taking the Knowledge Exam.
 - If the candidate does not pass the Skills Exam in three attempts during the 365 days, a new application and fee are required to reapply for the Certified Paralegal Exam. The candidate must start over by taking the Knowledge Exam.
- Candidates **MUST** wait 90 days between each of the three attempts of the Skills Exam and must submit a retake application and fee to NALA to initiate each additional attempt and receive a new Testing Ticket notification.

Americans With Disabilities Act

The Certified Paralegal Examination is administered in compliance with requirements of the Americans with Disabilities Act. All special requests **must accompany the application form**. A special accommodations form is provided on our website under the Certification section. Examinees qualifying for special accommodations under the provisions of the Americans with Disabilities Act must attend a PSI testing center.

Confidentiality

An individual's application status, exam results, and personal identifying information is confidential and will not be released by NALA to any person without the consent of the individual or as required by law, except to exam proctors as required for administration of the exam.

Non-Discrimination

NALA does not discriminate against applicants based on race, color, creed, gender, age, religion, national origin, ancestry, disability, military status, sexual orientation, marital status, or family status.

Name: _____

COMPLETE THIS SECTION IF APPLYING UNDER CATEGORY 1

If you are applying under Category 1, please check the appropriate box below. **An official school transcript showing courses taken and date of graduation or expected graduation date must be attached to this application.** Graduation from or completion of a paralegal or legal studies program, or currently in the last semester or quarter of the program, that meets one of the criteria listed in sections (a) through (e) below.

- a) approved by the American Bar Association; or
- b) an associate degree program; or
- c) a post-baccalaureate certificate program in paralegal or legal studies²; or
(In addition to the official school transcript, candidate must submit an original course catalog or an original letter from the school registrar or program director attesting that the program is a post-baccalaureate certificate program requiring a bachelor's degree as a prerequisite.)
- d) a bachelor's degree program in paralegal or legal studies; or
- e) a paralegal or legal studies program which consists of a minimum of 60 semester hours (or equivalent quarter hours)³ of which at least 15 semester hours (or equivalent quarter hours)⁴ are substantive legal courses.⁵

Educational Institutions:

ABA Program: (Institution/City/State) _____

Degree/certificate earned: Associate _____ Post-Baccalaureate _____ Bachelor _____ Certificate _____

Associate Degree Program: (Institution/City/State) _____

Post-Baccalaureate Certificate Program: (Institution/City/State) _____

Bachelor's Degree Program: (Institution/City/State) _____

Paralegal Program: (Institution/City/State) _____

Expected Graduation/Completion Date: _____

Paralegal or Legal Studies Program Director *(required if applying as a paralegal student in the last semester of the Paralegal or Legal Studies Program)*

I, _____, Program Director, acknowledge that I am responsible for submitting the transcript or letter of completion to testing@nala.org no later than **30 days** after the above expected graduation/completion date. If the required documents are not received by the deadline, the candidate will not receive Exam scores, I will not receive aggregate data, and the candidate must reapply using the standard application process.

Signature: _____ Email: _____ Today's date: _____

Graduation/Completion Date: _____

¹ Candidates applying under Category 1 may combine college hours from more than one institution, as applicable.

² In addition to the official school transcript, candidates must submit an original course catalog or an original letter from the school registrar or program director attesting that the program is a post-baccalaureate certificate program requiring a bachelor's degree as a prerequisite.

³ 900 clock hours of a paralegal program will be considered equivalent to 60 semester hours. 90 quarter hours of a paralegal program will be considered equivalent to 60 semester hours.

⁴ 225 clock hours of substantive legal courses will be considered equivalent to 15 semester hours. 22.5 quarter hours of legal courses will be considered equivalent to 15 semester hours.

⁵ The candidate must have graduated from a paralegal program consisting of a minimum of 15 semester hours (or 225 clock hours or 22.5 quarter hours.) Evidence of the minimum hours required under Category 1(e) must be provided with the application form.

Name: _____

COMPLETE THIS SECTION IF APPLYING UNDER CATEGORY 2

Bachelor's Degree and Minimum Paralegal or Legal Studies⁶

A bachelor's degree in any field plus one year of experience as a paralegal or successful completion of at least 15 semester hours (or equivalent quarter hours) of substantive paralegal courses.

All candidates under Category 2 must submit an official school transcript showing receipt of a bachelor's degree and date of completion. Those applying under the provision allowing for additional course work in lieu of the one-year work experience must submit an official school transcript showing completed course work.

The application form will be considered incomplete without the required supporting documentation.

Educational Institutions:

Bachelor's Degree: (Institution/City/State)

Paralegal Program: (Institution/City/State)

Bachelor's Degree: (Institution/City/State)

Paralegal Program: (Institution/City/State)

Employment History:

(Must cover a period of one year if submitting experience in lieu of paralegal course work.

Attach an additional sheet if necessary.)

Supervising Attorney/Employer:

Dates of Employment: From:

To:

Supervising Attorney/Employer:

Dates of Employment: From:

To:

Supervising Attorney/Employer:

Dates of Employment: From:

To:

Required of All Category 2 Applicants: Attestation of Supervising Attorney

Attestation must cover a minimum period of one year if submitting experience in lieu of paralegal course work. Attach additional attestations if necessary. **NOTE: This attestation is not required if course work is submitted in lieu of experience.**

I hereby attest that the abovenamed applicant for certification as a paralegal by NALA, Inc., has been employed and supervised by me for _____(years/months) in accordance with the eligibility requirements in this application, is aware of the ethical limitations of the legal profession and has demonstrated professional conduct while employed by me. I recommend the applicant as a candidate for certification as a paralegal.

Supervising Attorney Signature:

Firm:

Print Name:

Address:

State and Bar Number:

City/State/ZIP:

Year admitted to Bar:

Today's date:

Supervising Attorney Signature:

Firm:

Print Name:

Address:

State and Bar Number:

City/State/ZIP:

Year admitted to Bar:

Today's date:

⁶ Candidates applying under Category 2 may combine college hours and paralegal or legal studies course work from more than one institution, as applicable.

Name: _____

COMPLETE THIS SECTION IF APPLYING UNDER CATEGORY 3

On the Job Experience⁷

A high school diploma or equivalent plus five (5) years' experience⁸ as a paralegal plus a minimum of twenty (20) hours of substantive continuing legal education completed within a two-year period prior to application for the examination.⁹ Evidence of continuing legal education credit is documented by the attorney/employer attestation that must be signed as part of the application form or by submitting certificate of completions of CLE taken. No further documentation is required.

Employment History: (Must cover a period of five (5) years. Attach an additional sheet if necessary.)

Supervising Attorney/Employer:

Dates of Employment: From: _____ To: _____

Supervising Attorney/Employer:

Dates of Employment: From: _____ To: _____

Supervising Attorney/Employer:

Dates of Employment: From: _____ To: _____

Supervising Attorney/Employer:

Dates of Employment: From: _____ To: _____

High School Diploma _____ GED _____ Date Received: _____

Required of All Category 3 Applicants: Attestation of Supervising Attorney

Attestation must cover a minimum period of five (5) years. If attestation from current employer does not cover required minimum five (5) year period, attach additional attestations from previous employers.

1. I hereby attest that the above-named applicant for certification as a paralegal by NALA, Inc., has been employed by me for _____(years/months) in accordance with the eligibility requirements in this application, is aware of the ethical limitations of the legal profession and has demonstrated professional conduct while employed by me. I recommend the applicant as a candidate for certification as a paralegal.

Supervising Attorney Signature: _____ Firm: _____

Print Name: _____ Address: _____

State and Bar Number: _____ City/State/ZIP: _____

Year admitted to Bar: _____ Today's date: _____

2. I hereby attest that the above-named applicant for certification as a paralegal by NALA, Inc., has been employed by me for _____(years/months) in accordance with the eligibility requirements in this application, is aware of the ethical limitations of the legal profession and has demonstrated professional conduct while employed by me. I recommend the applicant as a candidate for certification as a paralegal.

Supervising Attorney Signature: _____ Firm: _____

Print Name: _____ Address: _____

State and Bar Number: _____ City/State/ZIP: _____

Year admitted to Bar: _____ Today's date: _____

⁷ Candidates applying under Category 3 may combine on-the-job experience from more than one employer, as applicable.

⁸ See definition on American Bar Association (ABA) [website](#).

⁹ Evidence of continuing legal education credit is documented by the attorney/employer attestation that must be signed as part of the application form or by submitting certificate of completions of CLE taken. No further documentation is required.