

**CERTIFIED PARALEGAL EXAMINATION  
NOTICE OF INTENT TO RETAKE**

In order to properly register your intent to retake, please complete all pages of this form and return to NALA at the above address. Applications may also be accepted by fax to 918-582-6772; scan and email this form to [testing@nala.org](mailto:testing@nala.org); or complete the online form at [www.nala.org](http://www.nala.org). If mailed, the retake form must be accompanied by a **check, money order, or credit card (VISA, Master Card, Discover, or American Express)**.

**CERTIFIED PARALEGAL EXAMINATION RETAKE APPLICATION FORM  
GENERAL INFORMATION - MUST BE COMPLETED BY ALL RETAKE APPLICANTS**

Last Name:	First:	M.I.	Account #:	NALA Member: <input type="checkbox"/> Yes <input type="checkbox"/> No
Preferred Mailing Address: <input type="checkbox"/> Home <input type="checkbox"/> Office		Preferred Phone: <input type="checkbox"/> Home <input type="checkbox"/> Office		Preferred Email Address: <input type="checkbox"/> Home <input type="checkbox"/> Office
Home Address:		Home Phone:	Home Email Address:	
Employer:		Work Address:	Work Phone:	
Work Email Address:		Years of Paralegal Experience:		
Testing Modality: <input type="checkbox"/> Onsite Testing <input type="checkbox"/> Partner Testing <input type="checkbox"/> Remote Proctoring				
Amount Paid: \$	Payment Method: <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/> Firm Check # _____			
Name As Appears on Card:		Card #:		
Expiration Date:		Billing Address:		

**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 an PSI Testing Center.**

**FEES AND TESTING CENTERS:**

**Retake application fee: \$150** (per subsequent attempt for each Knowledge and Skills Exam)

**Select retake section:**

- Knowledge Exam** (Testing Time: 3 hours)
- Skills Exam** (Testing Time: 2 hours)

**Testing Center Fees**

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

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

The CP® Examination is administered through the PSI Testing Center Network. The list of PSI testing sites is available from: <https://test-takers.psiexams.com/nala>

**NOTE: If you will be taking the examination at a Partner Testing center location, please indicate below the name and location of the site:** *(The Partner Testing option requires preapproval before payment is submitted.)*

**Partner Testing Center** \_\_\_\_\_ **City/State** \_\_\_\_\_

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

## 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 initial application form**. A special accommodations form is provided on our website at <https://nala.org/certification/>. 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.

**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, Inc., 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: \_\_\_\_\_