

NALA CERTIFICATION PROCESS

Does the NALA CP Certification fit your career goals?

PRE-CERTIFICATION

CERTIFICATION

PLAN

- ❑ Confirm availability of time and money
- ❑ Review application
- ❑ Verify eligibility to take exam
- ❑ Gather supporting documents
- ❑ Understand testing policies

APPLY & SCHEDULE

- ❑ Submit application, fees, and supporting documents
- ❑ Request accommodations, if needed
- ❑ Schedule exam
 - Onsite, remote, or partner testing

PREPARE

- ❑ Review exam specifications
- ❑ Join a study group
- ❑ Start studying

EXAM

- ❑ Knowledge Exam
 - Administered year-round
 - Multiple choice
 - Three hours
- ❑ Skills Exam
 - Testing in February, April, July, October
 - Written essay
 - Two hours

CERTIFY

- Use the CP credential
- Receive CP pass packet with letter and certificate
- Receive digital badge to share on social media
- Have name listed in the NALA CP Directory

MAINTAIN CERTIFICATION

- Participate in continuing legal education (CLE)
- Become an Advanced Certified Paralegal (ACP)
- Join a local NALA Affiliated Association
- Engage in committee/ leadership role

RECERTIFY

- CP recertification required every five years
- Meet all CLE requirements
- Submit Recertification Affidavit and fee before expiration date