

Certified Paralegal Exam Resources

Paralegal Student Pathway

Contact Information

NALA – The Paralegal Association

6450 S Lewis Ave., Suite 250

Tulsa, OK 74136

Ph: 918-587-6828

FAX: 918-582-6772

www.nala.org

Hours of Operation

Monday – Friday

8:30 am – 5:00 pm CST

Certification Division

Melody Drew

Certification Manager

918-587-6828

mdrew@nala.org

Sabrina Smith

Member Services Representative – Pre-Certification

918-587-6828

ssmith@nala.org or testing@nala.org

Fayth Johnson

Member Services Representative – Certification

918-587-6828

fjohnson@nala.org or cle@nala.org

[CP Exam FAQs](#)

[Applications & Forms](#)

[Study Materials](#)

[National Paralegal Credential](#)

[Comparison](#)

NALA CERTIFICATION PROCESS

1 Plan

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

2 Apply & Schedule

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

3 Prepare

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

4 Exam

Knowledge

- Administered year-round
- Multiple choice
- Three hours

Skills

- Testing in Feb., April, July, and Oct.
- Written essay
- Two hours

5 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

6 Maintain Certification

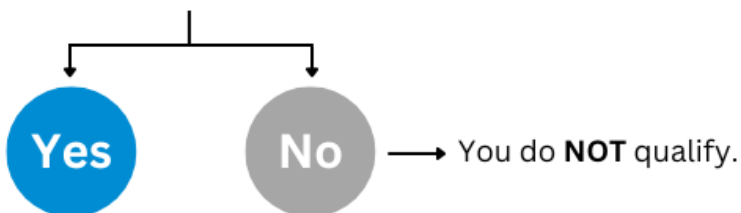
- Participate in continuing legal education (CLE)
- Become an Advanced Certified Paralegal (ACP®)
- Join a local NALA Affiliated Association
- Engage in committee/leadership role

7 Recertify

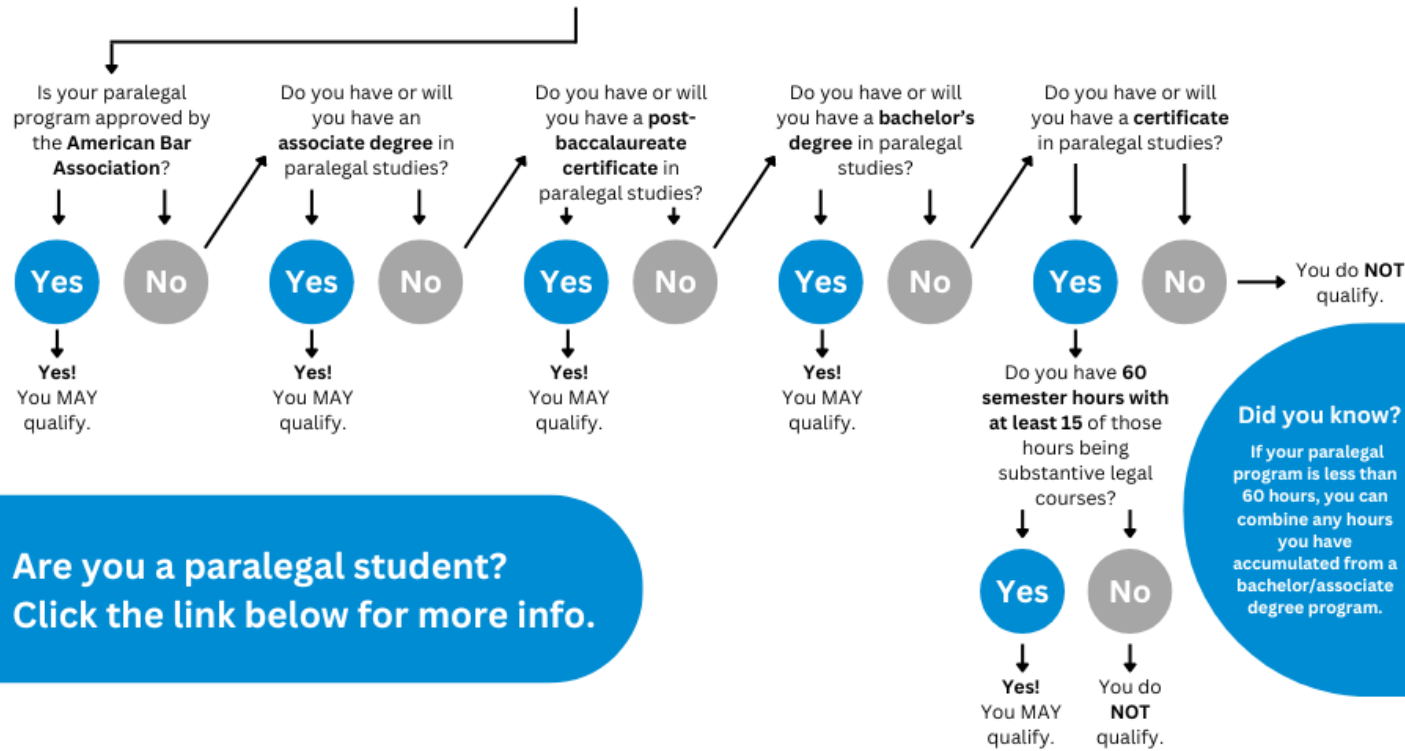
- CP® recertification required every five years
- Meet all CLE requirements
- Submit Recertification Affidavit and fee before certification expiration date

Paralegal Studies Pathway

Are you currently enrolled in or have you graduated from a paralegal program?



Select the option that best applies to you:



Are you a paralegal student?
Click the link below for more info.

Did you know?
If your paralegal program is less than 60 hours, you can combine any hours you have accumulated from a bachelor/associate degree program.

CP Program

The Certified Paralegal Examination is a comprehensive assessment based on federal law and procedures. Successful completion of both the Knowledge and Skills Exams are required to obtain the CP® credential.

KNOWLEDGE EXAM



- Multiple choice questions
- Administered on-demand, year-round
- Must be successfully completed to be eligible to take the Skills Exam

SKILLS EXAM



- Written assignment (essay)
- Administered during four testing windows:
 - February
 - April
 - July
 - October

EXAM FEES



- \$325 - Member Rate
- \$375 - Non-member Rate
- \$240 - Military Member Rate
- \$280 - Military Non-member Rate
- \$150 - Paralegal Student Member Rate
- \$175 - Paralegal Student Non-member Rate
(fees cover one Knowledge Exam and one Skills Exam)

RETAKE EXAMINEES

- \$150 - For each subsequent attempt for either Knowledge or Skills Exams

TESTING CENTER OPTIONS



- Onsite
- Partner
- Remote Proctoring

(See NALA website Certification page for current testing center fees)

Note: Paralegal Student (The Paralegal student fee is for paralegal students currently in the last semester or quarter of the Paralegal program and who do not currently qualify under category 1, 2, or 3.)

Testing Center Fees

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

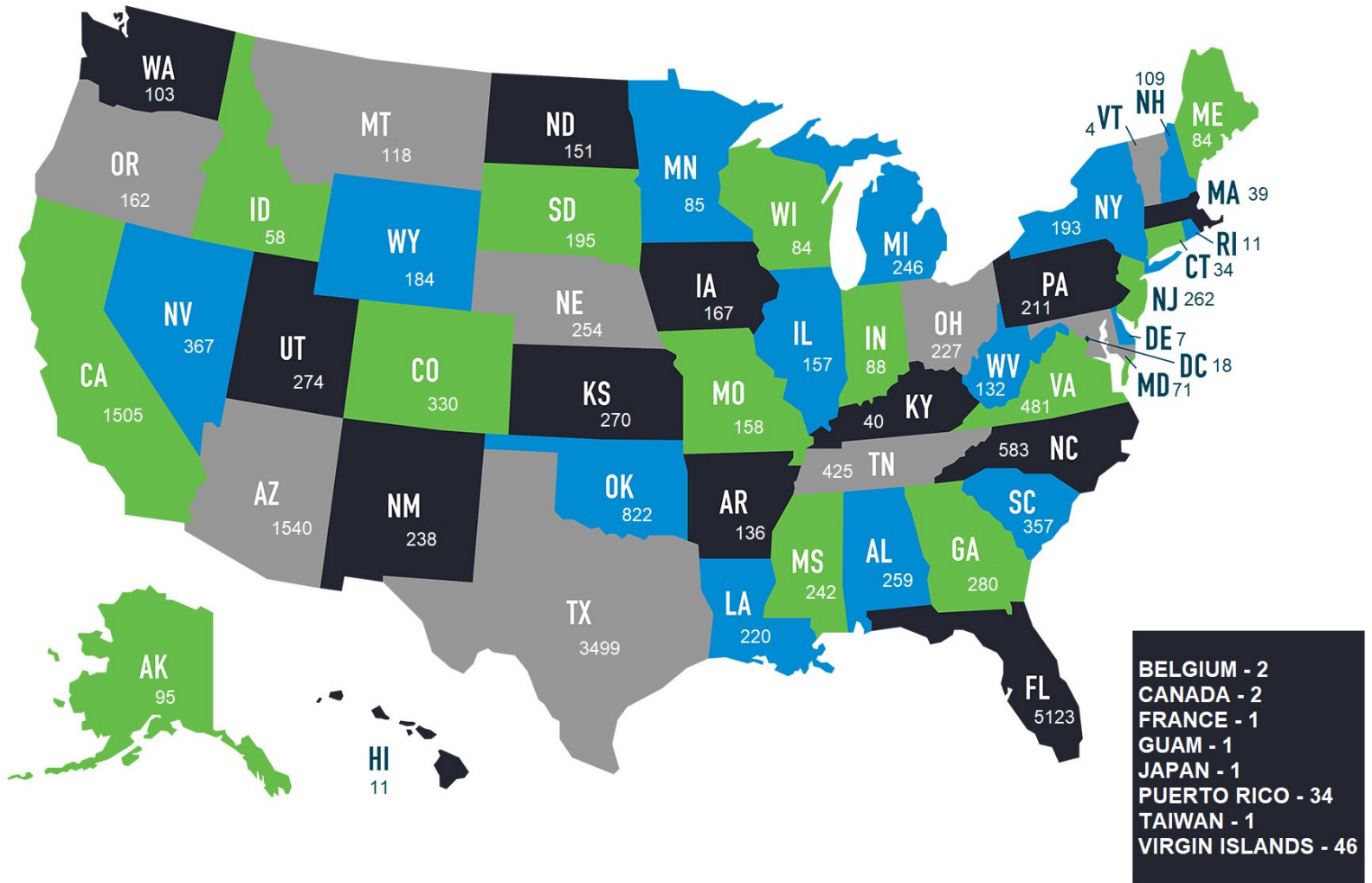
Exam Specifications[Effective 2024](#)**Certified Paralegal Exam Specifications
2024**

Knowledge Exam		100 Points
1	United States Legal System	15
1.A	Sources of Law	
1.B	Judicial System	
1.C	Remedies	
1.D	Administrative Law	
2	Civil Litigation	15
2.A	Jurisdiction	
2.B	Federal Rules of Civil Procedure and Evidence	
2.C	Alternative Dispute Resolution	
3	Contracts	10
3.A	Formation, Rights, and Duties	
3.B	Enforcement and Defenses	
4	Corporate/Commercial Law	10
4.A	Business Organizations	
4.B	Rights and Responsibilities	
5	Criminal Law and Procedure	7
6	Estate Planning and Probate	7
6.A	Estates, Trusts, and Wills	
7	Real Estate and Property	8
7.A	Property Rights, Ownership, and Transactions	
8	Torts	10
8.A	Negligence and Strict Liability	
9	Professional and Ethical Responsibility	12
9.A	American Bar Association (ABA) Model Rules of Conduct	
9.B	Unauthorized Practice of Law	
10	Debtor/Creditor and Bankruptcy	6

Skills Exam		30 Points
1	Legal Writing	10
1.A	Composition	7
1.B	Mechanic	3
2	Critical Thinking	20
2.A	Identification of Relevant Facts	4
2.B	Issue Spotting	7
2.C	Analysis of Facts and Rules	7
2.D	Drawing Conclusions	2

Certified Paralegal Statistics (as of December 31, 2022)

CP Examination Data – States represented at time of certification from January 1, 1977 through December 31, 2022



[National Paralegal Credential Comparison](#)

National Paralegal Credentials

Prepared for AAJPE 2022 Conference
Presentation by NALA

Credential	Certified Paralegal (CP)	Paralegal CORE Competency Exam (CRP)	Professional Paralegal (PP)
Administering Agency	NALA - The Paralegal Association Exam Established 1976 Recipients 6,872 current / 20,729 total	National Federation of Paralegal Associations Exam Established 2011 Recipients 801 current	National Association of Legal Support Professionals Exam Established 2004 Recipients 248 current
<u>Eligibility</u>			
Paralegal Program Completion	✓ Bachelor's or Associate's	✓ Bachelor's or Associate's	✓ Bachelor's or Associate's
Paralegal Certificate	✓ at least 60 hours, 15 in legal	✓ 1 year exp. AND 6 CLE	✓ at least 60 hours, 15 in legal
Bachelor's (any subject) - with Work Experience or Paralegal Credit Hours	✓ 1 year exp. or 15 hours legal	✓ 6 mos. exp. OR paralegal certificate	✓ 1 year exp.
Associate's (any subject) -with Work Experience or Paralegal Credit Hours		✓ 1 year exp. or paralegal certificate	
Diploma with Years of Experience and CLEs	✓ 7 years exp. AND 20 CLE	✓ 5 years exp. and 12 CLE	✓ 5 years exp.
Content Covered	States Legal System Civil Litigation Contracts Corporate/ Commercial Law Criminal Law & Procedure Estate Planning & Probate Real Estate & Property Torts Professional and Ethical Responsibility Writing Critical Thinking	<u>Prep Course Covers:</u> Ethics Communication & Exchange/Gather Information Analysis & Organization of Information Federal Court & Agency Rules Paralegal's Role in Legal Proceedings Administrative & Office Skills Legal Research Letter & Memo Formats	Advanced Communications Advanced Legal Procedures, Accounting, & Technology Advanced Legal Ethics Advanced Substantive Law
Exam Format	120 Multiple Choice Questions Written Case Analysis	125 Multiple Choice Questions	Multiple Choice Questions • Four Sections as listed above
<u>Re-Credentialing</u>			
Frequency	5 Years	2 years	5 years
Totals CLEs	50 CLEs	8 CLEs	75 CLEs
Legal Ethics	5 CLEs		5 CLEs
Substantive	35 CLE (min)	8 CLEs	50 CLEs
Non-substantive	no more than 10 CLEs		no more than 20 CLEs
Advanced Certification	ACP in 12 practice Areas	PACE(RP) • test after meet experience requirements	N/A
Information gathered from publicly available information provided on each administering agency's website. © 2022 NALA • The Paralegal Association			