



 **NALA**

**THE LEADING
PARALEGAL
ASSOCIATION**

2023

COLLEGE OF THE CANYONS



“Find Your Path at College of the Canyons”

ABOUT NALA

Since 1975, NALA has been trusted to provide exceptional continuing education and professional development designed specifically to advance paralegals and other legal professionals in their careers. NALA connects members with their peers across the nation and opens doors of knowledge and opportunity.

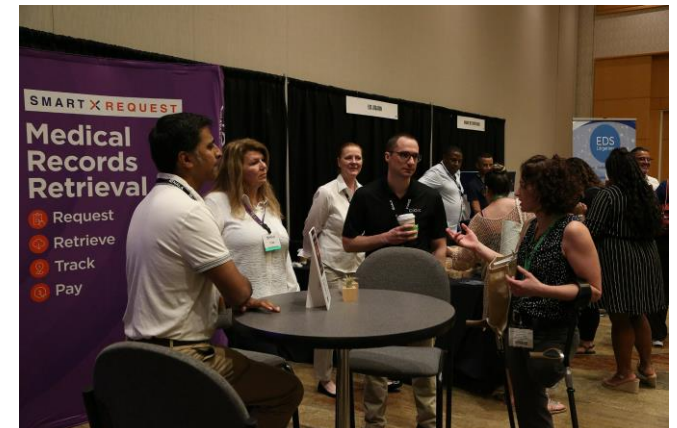
Our Mission

Equipping paralegals for the challenges of the future through certification, professional development, and advocacy.

Our Vision

Ensuring paralegals are known and valued as an integral part of the legal ecosystem.

*Nearly **21K** paralegals have been NALA certified since 1977!*



NALA CP CERTIFICATION

WHY DO THE MAJORITY OF PARALEGALS CHOOSE THE NALA CP FOR THEIR CERTIFICATION?



The only nationally accredited paralegal certification

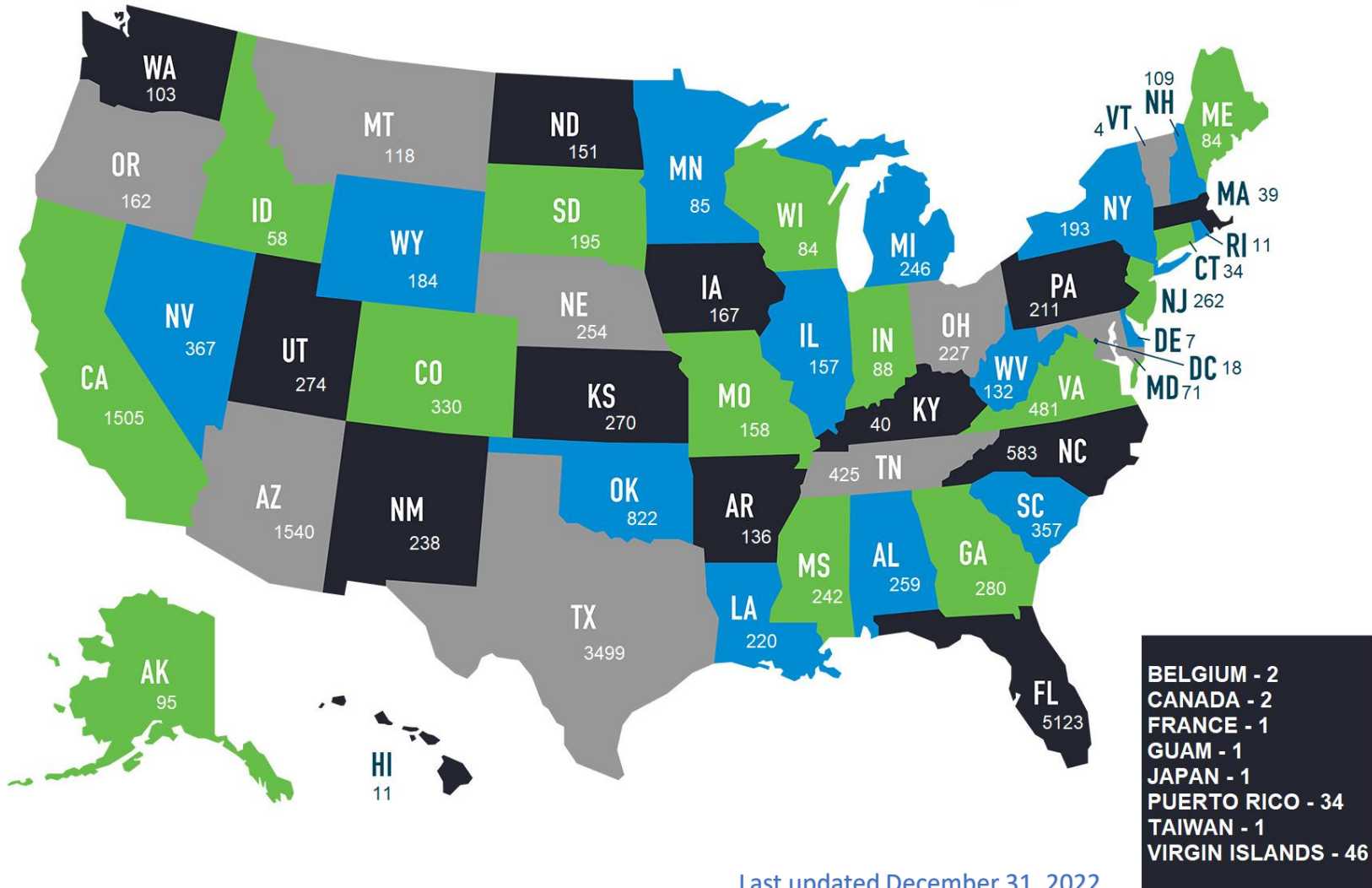


Recognized worldwide
- if you move, your credential travels with you



Acknowledged by the American Bar Association as a mark of high professional achievement

CERTIFIED PARALEGALS BY AREA



- BELGIUM - 2
- CANADA - 2
- FRANCE - 1
- GUAM - 1
- JAPAN - 1
- PUERTO RICO - 34
- TAIWAN - 1
- VIRGIN ISLANDS - 46

Last updated December 31, 2022

Credential Comparisons

National Paralegal Credentials

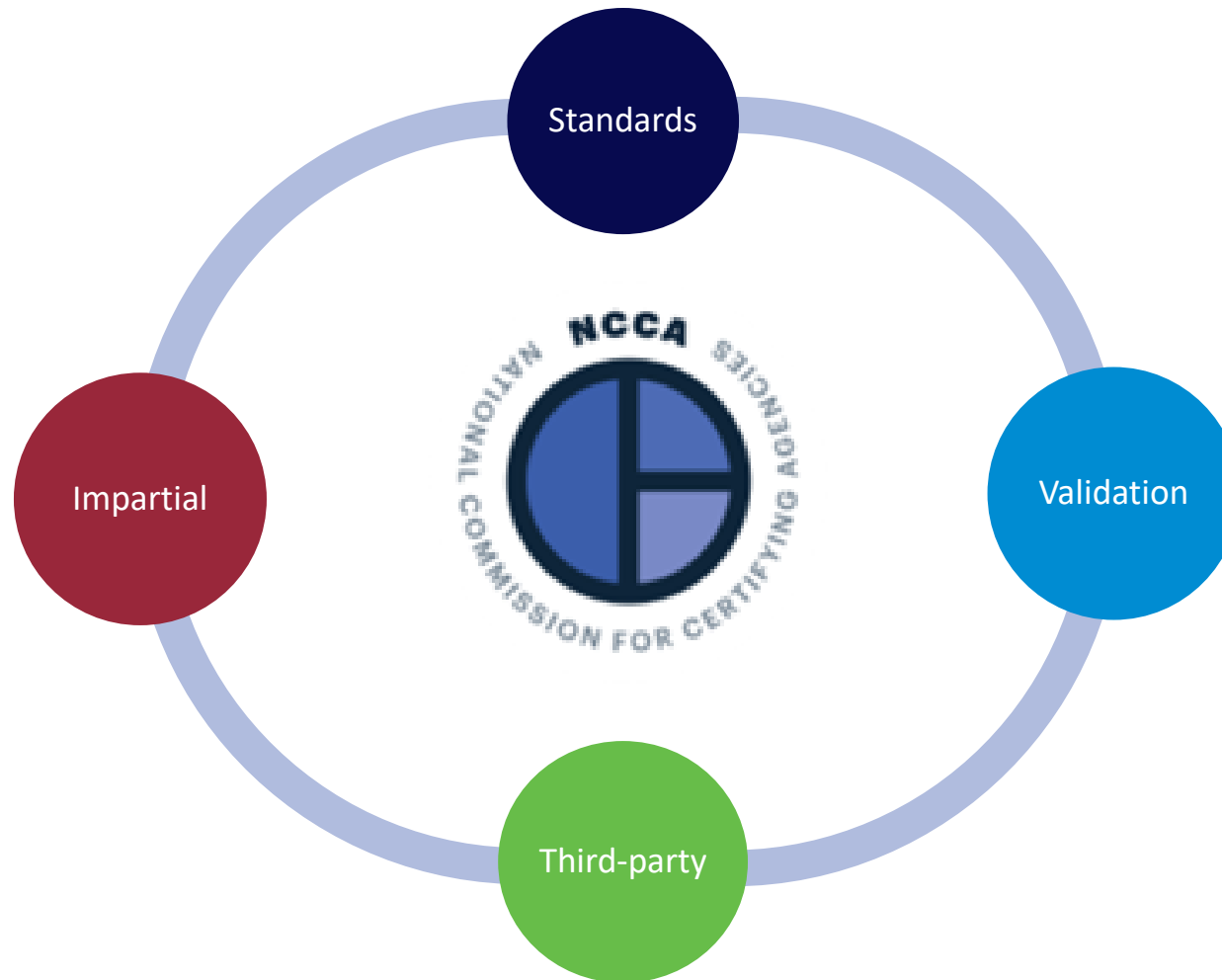
Prepared for AAFPE 2022 Conference
Presentation by NALA

Credential	Certified Paralegal (CP)	Paralegal CORE Competency Exam (CRP)	Professional Paralegal (PP)
Administering Agency	NALA - The Paralegal Association Exam Established 1976	National Federation of Paralegal Associations Exam Established 2011	National Association of Legal Support Professionals Exam Established 2004
	Recipients 6,872 current / 20,729 total	Recipients 801 current	Recipients 248 current
Eligibility			
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
Re-Credentialing			
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.
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[Link to web version](#)

NATIONALLY ACCREDITED



CERTIFIED PARALEGAL EXAM



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

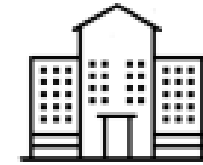


- \$325 - Member Rate
 - \$375 - Non-member Rate
 - \$240 - Military Member Rate
 - \$280 - Military Non-member Rate
 - \$150 - Paralegal Student Member Rate
 - \$175 - Paralegal Student Non-member Rate
- (fees cover one Knowledge Exam and one Skills Exam)*

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)



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 Feb., April, July, Oct.
 - 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

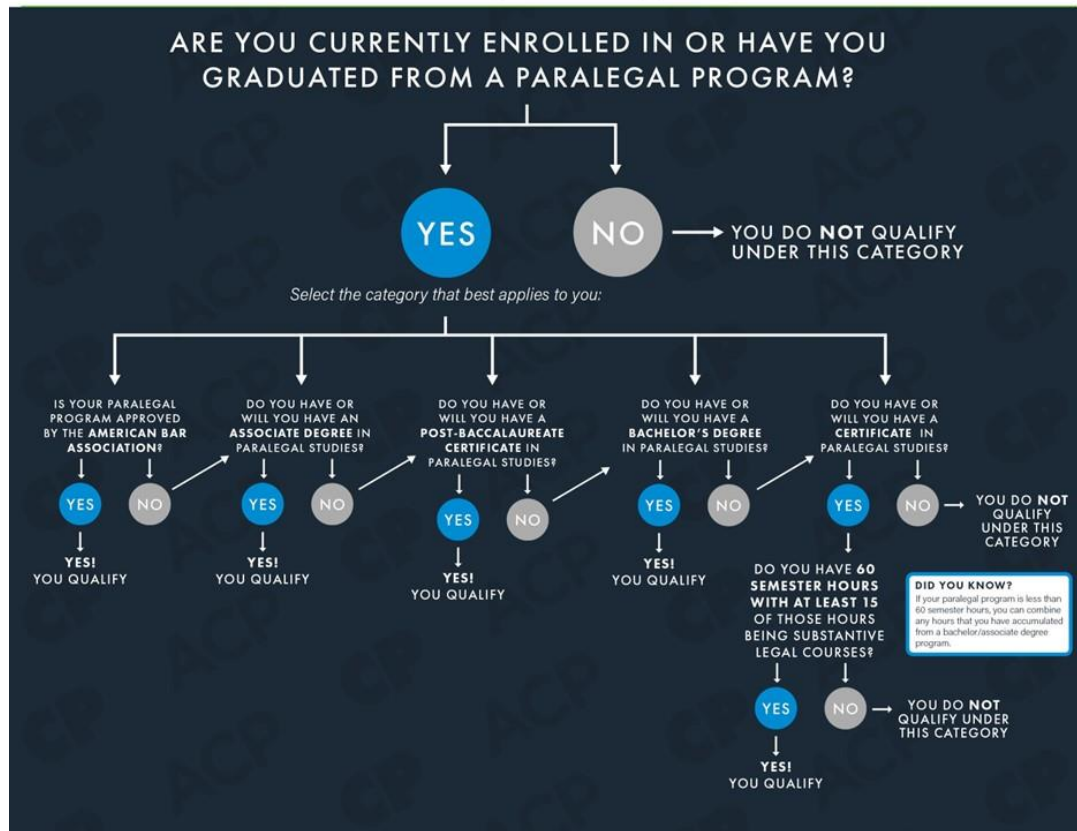
RECERTIFY

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

If you are currently enrolled in or graduated from a Paralegal Program

DO YOU QUALIFY TO TAKE THE NALA CERTIFIED PARALEGAL EXAM?

Ask yourself the following questions:



ABA approved

Associates degree

Post-baccalaureate certificate

Bachelor's degree

Certificate program

Supporting Documentation

Category 1



Student Applicant:

- Student Waiver form
- Program Director's signature
- Final transcript due date listed on the Student Waiver form

Standard Applicant:

- Official transcript(s)

Military Applicant:

- Official transcript(s)
- Proof of military status

****Note:** An official letter of completion or a copy of your diploma may also be submitted for review if the transcript is not attainable. However, we must be able to determine your eligibility.*

TESTING CENTER FEES



Onsite Testing

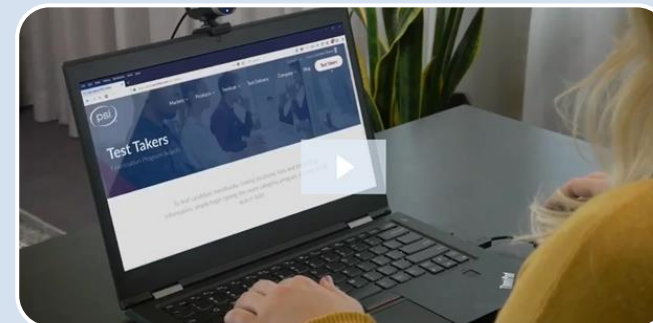
- Knowledge Exam \$67
- Skills Exam \$60



Partner Testing

(employer, military base, or school)

- Knowledge Exam \$20
- Skills Exam \$20



Remote Proctoring

- Knowledge Exam \$50

EXAM SPECIFICATIONS THROUGH 2023

Knowledge Exam

- United States Legal System
 - Civil Litigation
 - Contracts
- Corporate/Commercial Law
- Criminal Law and Procedure
- Estate Planning and Probate
 - Real Estate and Property
 - Torts
- Professional and Ethical Responsibility

Skills Exam

- Writing
- Critical Thinking

EXAM SPECIFICATIONS EFFECTIVE 2024

Knowledge Exam

- United States Legal System
 - Civil Litigation
 - Contracts
 - Corporate/Commercial Law
 - Criminal Law and Procedure
 - Estate Planning and Probate
 - Real Estate and Property
 - Torts
 - Professional and Ethical Responsibility
 - Debtor/Creditor and Bankruptcy

Skills Exam

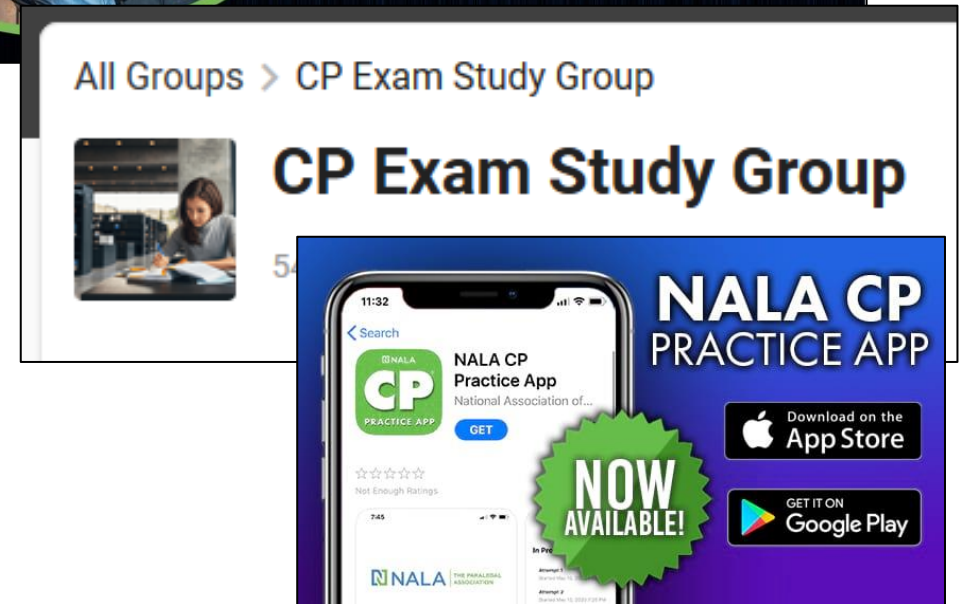
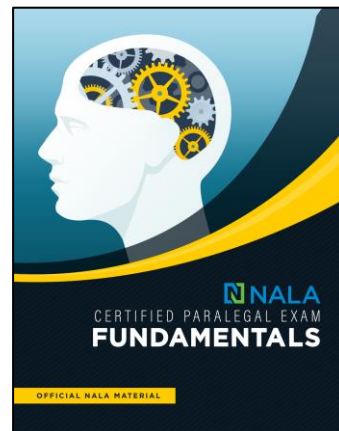
- Legal Writing
- Critical Thinking

ONLINE STUDY OPTIONS

We offer a multitude of online study options and materials to help examinees study for the CP Exams.

STUDY OPTIONS:

- **NALA – CP Exam Review Online Study Group** on Facebook
- **CP Exam Study Group** in the NALA Commons online platform
- **Certified Paralegal Exam Fundamentals** book published by NALA
- **Online CP Practice Exam & App**



CP/ACP CERTIFICATE



CERTIFIED PARALEGAL

THIS CERTIFICATION HAS BEEN EARNED BY

Your Name

This certification serves as a proud acknowledgment that the aforementioned has successfully passed the required knowledge and skills examination necessary to provide certified paralegal services and has therefore earned the right to use the distinguished CP® designation.

Debra L. Overstreet, ACP

DEBRA L. OVERSTREET, ACP
PRESIDENT, NALA BOARD OF DIRECTORS



Lisa M. Stone

LISA M. STONE, ACP
NALA CERTIFYING BOARD CHAIR

ISSUED 7/1/1982

EXPIRES 7/31/2027

In connection with paralegal services offered or provided by the signatory, subject always to the applicable rules and regulations of this association relating to the continuing education and continuing rights of certified persons to use said certification mark, CP® is a certification mark adopted by the National Association of Legal Assistants, Inc., and filed with the United States Patent and Trademark Office. Any unauthorized use is strictly forbidden and will subject the unauthorized user to appropriate legal action by NALA.



ADVANCED CERTIFIED PARALEGAL

THIS CERTIFICATION HAS BEEN EARNED BY

Your Name

IN THE ADVANCED LAW AREA OF

Real Estate Principles

This certification serves as a proud acknowledgment that the aforementioned has successfully passed the required knowledge and skills examination and advanced course of study necessary to provide advanced certified paralegal services and has therefore earned the right to use the distinguished ACP® designation.

Debra L. Overstreet, ACP

DEBRA L. OVERSTREET, ACP
PRESIDENT, NALA BOARD OF DIRECTORS



Vanessa Finley

VANESSA FINLEY, MBA, CAE
NALA CHIEF EXECUTIVE OFFICER

EXPIRES 11/30/2027

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CERTIFICATION CONNECTION



BENEFITS OF MAINTAINING YOUR CERTIFICATION



Worldwide
Recognition



Professional
Development



Increased
Salary

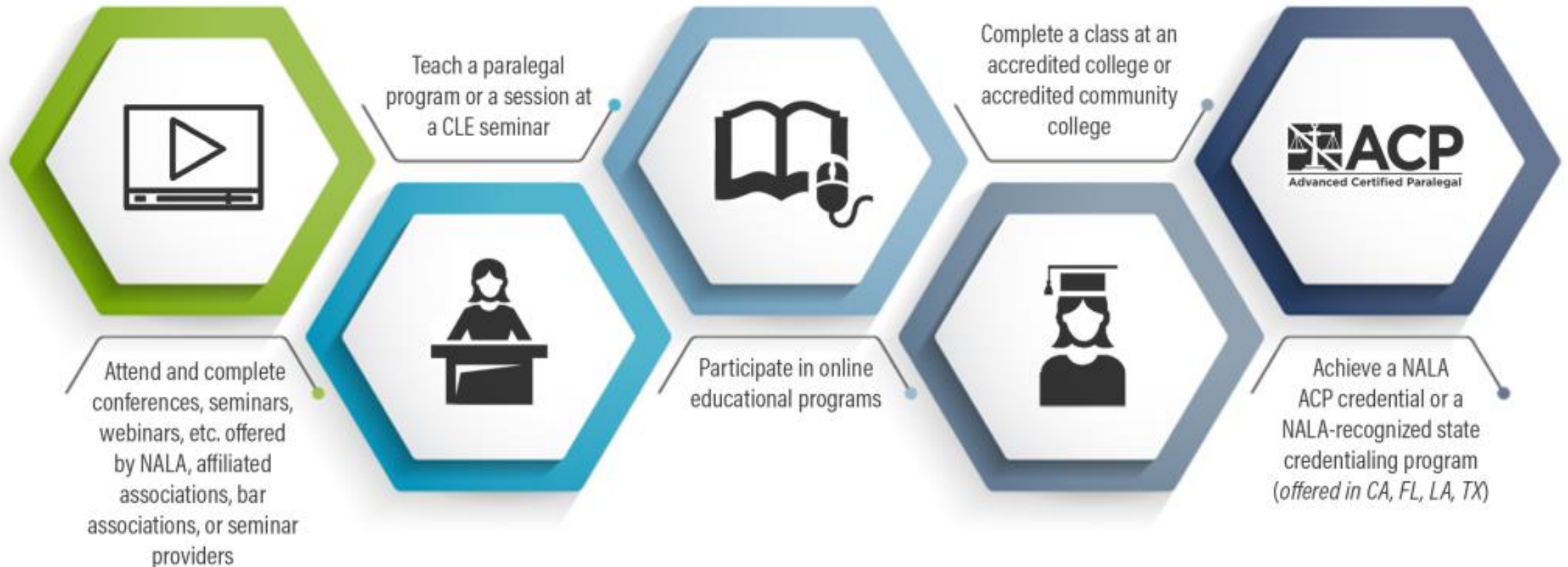


Digital
Badge



Diversity,
Equity, &
Inclusion

CLE OPPORTUNITIES



DIVERSITY, EQUITY, AND INCLUSION

NALA advocates for and encourages diversity, equity, and inclusion within the paralegal profession. We recognize that to continually “ensure paralegals are known and valued as an integral part of the legal ecosystem,” we must build on and derive strength from inclusion, equity, diversity, and those initiatives that promote it. NALA encourages and fosters a diverse, equitable, and inclusive environment within the association and its Affiliated Associations, as well as the law firms, corporations, legal service providers, and paralegal community our members and peers support. NALA strives to partner with Affiliated Associations and other professional legal organizations to advance and promote diversity, equity, and inclusion.



MEMBERSHIP TYPES

\$154
PER YEAR

ACTIVE

This is our most common membership type. It is the only membership that includes full voting privileges and all the benefits. Active Type Members also have the opportunity to serve on the NALA Board of Directors and other committees.

*Contact NALA to learn more about discounts for Organizations and members of affiliated associations.

\$129
PER YEAR

ASSOCIATE/ SUSTAINING

Associate/Sustaining Members receive member benefits excluding those only for Active Type Members.

This membership is ideal for those who are not paralegals but endorse and promote the paralegal profession.

\$50
PER YEAR

STUDENT

Student Members receive member benefits excluding those for only Active Type Members.

This membership is geared towards students who are in good standing and are pursuing a course of study as a paralegal.

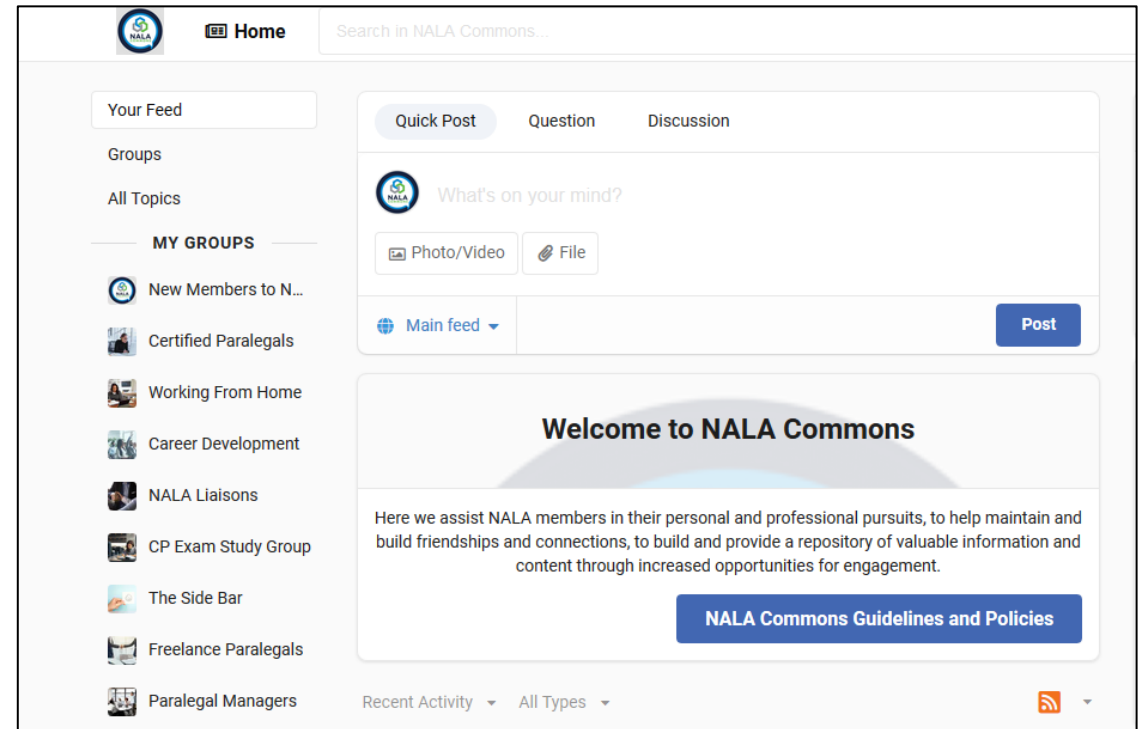


NALA COMMONS

YOUR PARALEGAL COLLABORATIVE COMMUNITY

BENEFITS

- Share articles
- Ask questions
- Engage with other paralegals
- First look at NALA promotions
- Exclusive content



FACTS & FINDINGS

The Paralegal Magazine

NALA's award-winning quarterly journal, *Facts & Findings*, is a premier source of information designed specifically for paralegals. This magazine offers the best in educational articles written by paralegals, attorneys, and other experts. In addition to feature articles, each issue includes columns on ethics and technology.

NALA members receive a complimentary yearly subscription to these journals. Members can access all issues anytime directly from their personal NALA account. Non-members can subscribe for \$35 per year.

**MEMBERS CAN
ALSO EARN FREE
CLE FOR READING
SELECT ARTICLES!**



FOR MORE INFORMATION



WRITE US AT
TESTING@NALA.ORG



CALL US AT
918-587-6828



VISIT OUR WEBSITE AT
WWW.NALA.ORG



 **NALA**

**THE LEADING
PARALEGAL
ASSOCIATION**

**THANK
YOU**

