

**NALALA** | THE PARALEGAL  
ASSOCIATION

# Certification Connection



The logo for the National Association of Legal Assistants (NALA) features a stylized 'N' on the left, composed of blue and green geometric shapes. To its right, the letters 'NALA' are written in a bold, blue, sans-serif font.

**NALALA**

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THE LEADING PARALEGAL ASSOCIATION

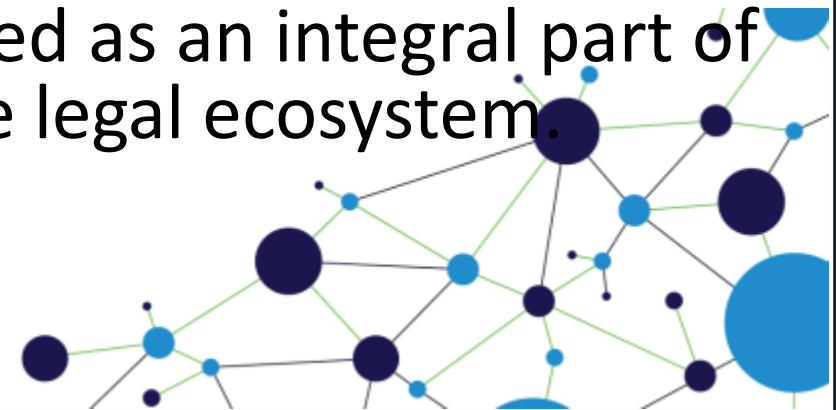
# About NALA

## 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.



# Learning Objectives

Continuing Legal  
Education (CLE)  
Requirement

Entering CLE

How To's

Understanding  
What a CLE  
Audit Is

Courtesy  
Reminders

Recertifying Your  
CP/ACP  
Credential

Connect With Us

Reviewing What  
You Have  
Learned

Q & A



# Continuing Legal Education Requirements (CLE)



# Continuing Legal Education (CLE) Requirements

Substantive

**45+ hours**

Legal Ethics

**at least 5 hours**

Non-Substantive

**up to 10 hours**



# Substantive



Bankruptcy

Elder Law

Medical Malpractice

Zoning/Land Use



# Legal Ethics

Confidentiality;  
privilege

Unauthorized  
Practice of Law  
(UPL)

Attorney  
misconduct and  
disciplinary  
proceedings

Conflicts of  
interest





# Non-Substantive



Law office  
management

Computer  
programs or  
applications

Communications

Office  
technology

Self-help

Mental health

Prevention of  
substance abuse



# \*\*Technology

## Substantive

- Cybersecurity
- E-Discovery
- Data privacy
- Litigation holds

## Non-substantive

- Technology for the law office
- Software demos
- Word/Excel/PowerPoint tips and tricks
- Apps for trial practice



# CLE Opportunities



# Entering CLE into your NALA Account



# Enter Your CLE

The screenshot shows the NALA user interface. At the top, there are navigation tabs: Overview, Account (highlighted with a red box), Organizations, Purchases, and Requests. Below these is a 'Documents' section. On the left, a sidebar menu lists various account sections: Personal Info, Contact Info, Relationships, Committees, Chapters, Job Roles, Speaker Info, Additional Info, and CLE (highlighted with a yellow arrow). In the main content area, there is a green 'Add CLE' button and a blue 'View Your Total CLE Hours' button. Below these buttons is a pagination control with numbers 1 through 5 and an ellipsis. A table displays existing CLE entries:

Type	Description	Number of Credits
Non-Substantive	SS18PL04 - Emotional Intelligence	1.00
Non-Substantive	SS16PL00 - Leadership Basics	1.00

The screenshot shows the 'Add Education Credit' form. It contains the following fields:

- Education Credit Type:** A dropdown menu with 'Non-Substantive' selected.
- Description:** A text area containing 'Excel for Paralegals'.
- Number of Credits Earned:** A text input field containing '1.5'.
- Credit Earned On:** A date picker showing '2/16/2023'.


# NALA Sponsored CLE

## (automatically uploads into your CLE account)

[Add CLE](#)
[Transcript !\[\]\(fb41783a50215a0d15dff548f1a7f541\_img.jpg\)](#)
[View Your Total CLE Hours](#)

[◀](#)
[...](#)
[6](#)
[7](#)
[8](#)
[9](#)
[10](#)
[ 51 to 60 out of 99 records ]
[⌵](#)
Show 10 per Page
[Export](#)

Type	Description	Number of Credits	Earned On	Status	Self Reported	Document	Edit
Substantive	W2018 - Preparing for Mediation in an Era of Social Distancing	1.00	6/23/2020	APPROVED ON 6/24/2020	Yes		<a href="#">View</a>
Substantive	ODW1921 - Appeals	1.50	6/15/2020	APPROVED ON 6/16/2020	Yes		<a href="#">View</a>



# Two-Category Entries

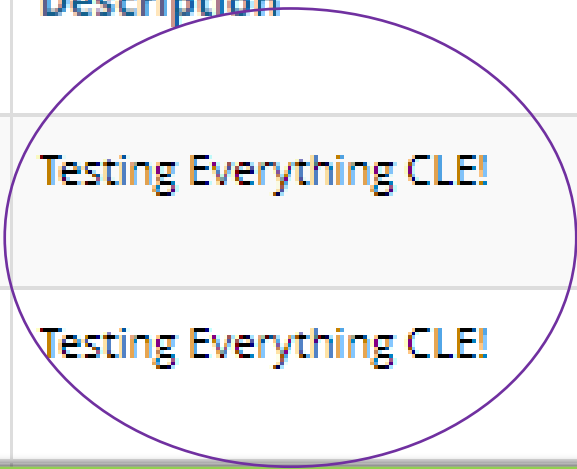
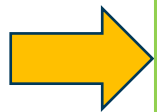
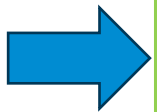
 CLE Credits
 History

Add Non-NALA earned CLE
Transcript 
View Your Total CLE Hours

1
2
3
4
5
...


[ 1 to 10 out of 110 records ]

Type	Description	Number of Credits	Earned On	Status	Self Rep
Legal Ethics	Testing Everything CLE!	0.50	5/15/2024	APPROVED ON 5/15/2024	
Non-Substantive	Testing Everything CLE!	0.50	5/15/2024	APPROVED ON 5/15/2024	

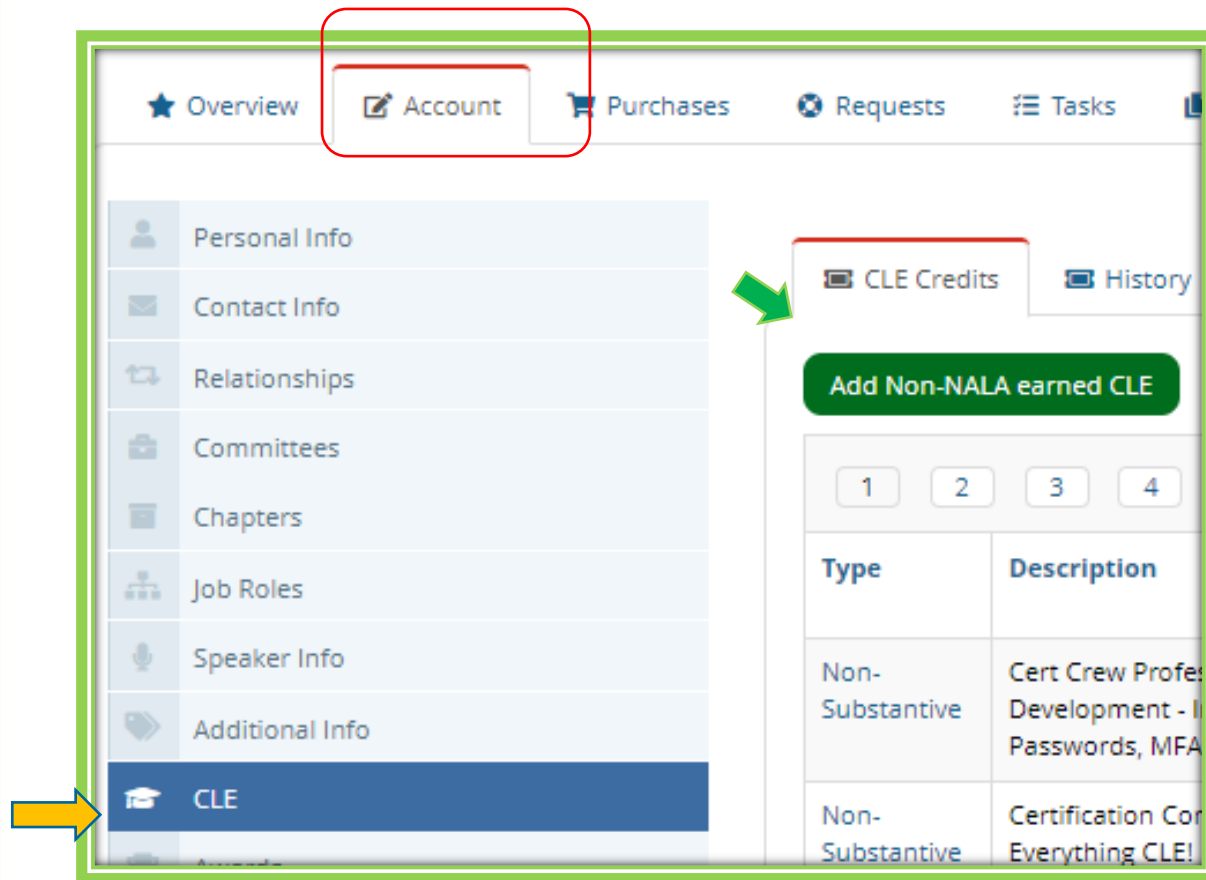


# How To's





# How To Enter Your CLE



Overview **Account** Purchases Requests Tasks

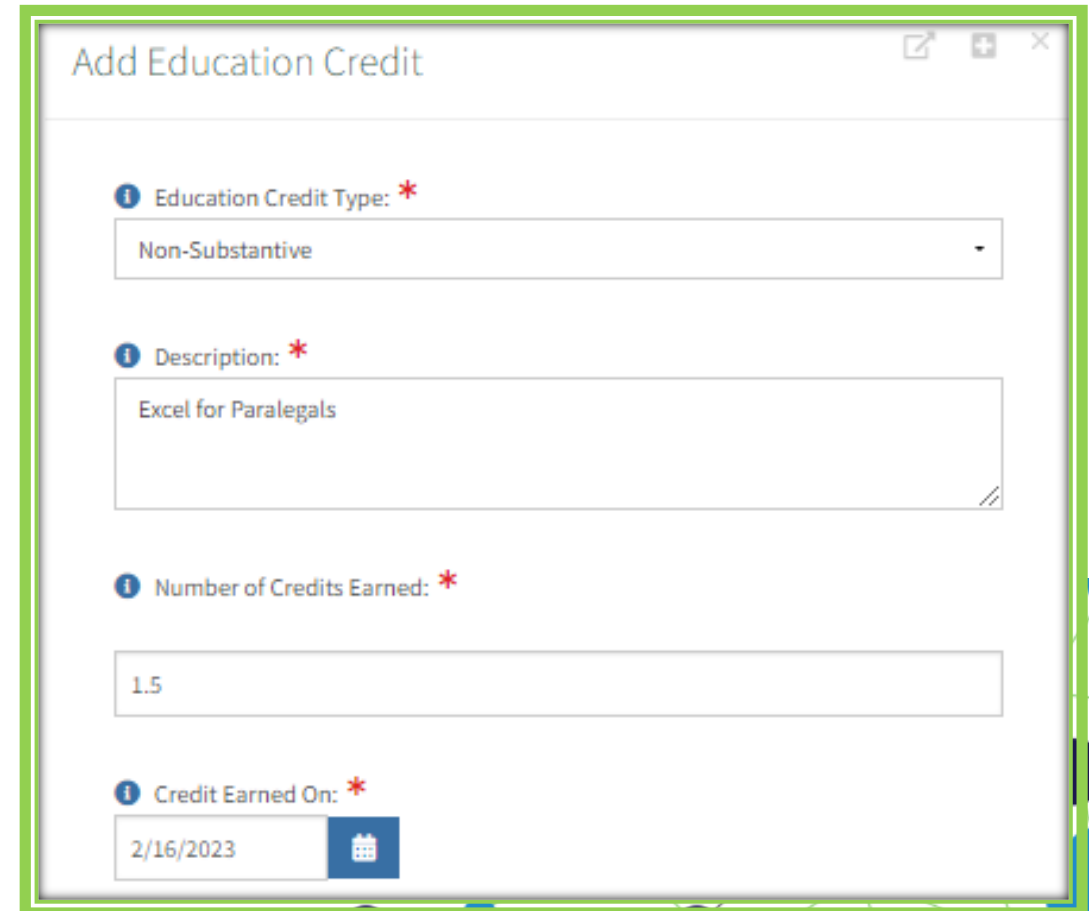
- Personal Info
- Contact Info
- Relationships
- Committees
- Chapters
- Job Roles
- Speaker Info
- Additional Info
- CLE**

CLE Credits History

**Add Non-NALA earned CLE**

1 2 3 4

Type	Description
Non-Substantive	Cert Crew Profes Development - I Passwords, MFA
Non-Substantive	Certification Cor Everything CLE!



### Add Education Credit

1 Education Credit Type: \*  
 Non-Substantive

1 Description: \*  
 Excel for Paralegals

1 Number of Credits Earned: \*  
 1.5

1 Credit Earned On: \*  
 2/16/2023

# How To View Your Total CLE

[★ Overview](#)
[Account](#)
[Organizations](#)
[Purchases](#)
[Requests](#)

- Personal Info
- Contact Info
- Committees
- Speaker Info
- Additional Info
- CLE**
- Awards

[CLE Credits](#)
[History](#)

[Add Non-NALA earned CLE](#)
[View Your Total CLE Hours](#)

[ 1 to 10 out of 94 records ]

Type	Description	Number of	Earned On	Status
------	-------------	-----------	-----------	--------

Melody Drew NALA Team - Certification Manager

Phone: 910.307.6620  
Email: nalanet@nala.org

**Reported Credits**

Period	Date Earned	Credit Description	# of Credits	Date Approved	Credit Type
<b>ID#: 170864 Melody Drew</b>			<b>From: To:</b>		
DURING	7/12/2021	OSAE - The Ethical Dimensions of the Board's Duty of Foresight	1.00	7/12/2021	Legal Ethics
DURING	1/10/2021	Audit 2022 - Legal Ethics Review	0.25	9/8/2022	Legal Ethics
DURING	6/22/2023	Ethics and Technology in the Workplace	1.25	6/22/2023	Legal Ethics
DURING	9/11/2023	test	0.01	9/12/2023	Legal Ethics
<b>Subtotal for Legal Ethics:</b>			<b>2.51</b>	<b>Allowable Credits: 2.51</b>	



# How To Verify Your Certification

[★ Overview](#)
[✎ Account](#)
[📁 Organizations](#)
[🛒 Purchases](#)
[🌐 Requests](#)
[📄 Documents](#)

- Recent Orders
- Recent Invoices
- Recent Payments
- Memberships
- Subscriptions
- Merchandise
- Certifications**
- Credits
- Stored Payment O
- Auto Payments

➔

- Current Certifications
- Lapsed Certifications

- Ongoing Certifications
- Applications

1
[ 1 to 1 out of 1 records ]
⌵

Certification Name	Effective Date	Expiration Date	Manage	View
CP Certified Paralegal	6/1/2023	5/31/2028	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">Manage</span>	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 5px;">View</span>

1
➔



# CLE Audits



# CLE Audit Request



# CLE Audit Location

Note Reminder ×

i Audit 2022 - Legal Ethics Review

Do not show this message again

<b>Created</b>	mdrew@nala.org 9/8/2022
<b>Modified</b>	mdrew@nala.org 9/8/2022

OK

Add CLE
View Your Total CLE Hours

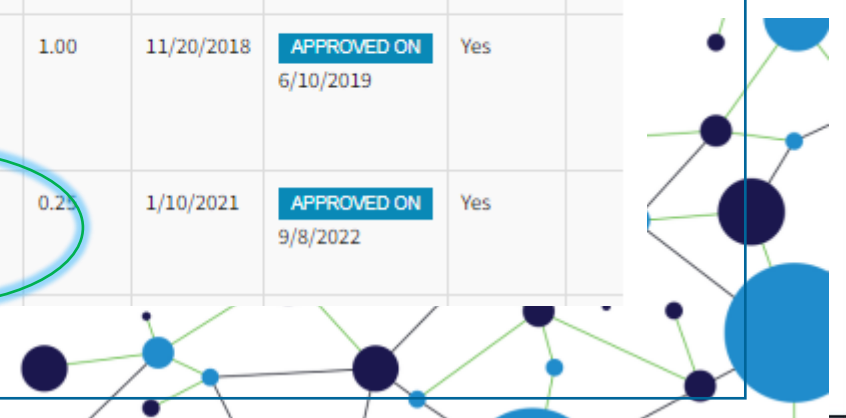
1
2
3
4
5
...
▶

Y Show 10 per Page

[ 1 to 10 out of 69 records ]

A-I L-M O-S T-W

Type	Description	Number of Credits	Earned On	Status	Self Reported	Docu
Non-Substantive	A Crash Course for the First-Time Manager or Supervisor	6.00	9/21/2021	APPROVED ON 9/23/2021	Yes	
Non-Substantive	A-ODW1802 - Dealing with Difficult People	1.00	11/20/2018	APPROVED ON 6/10/2019	Yes	
Legal Ethics	Audit 2022 - Legal Ethics Review	0.25	1/10/2021	APPROVED ON 9/8/2022	Yes	



# CLE Audit Documents and Deadline

Course transcript

Certificate of attendance

Course description

Employer or sponsor  
verification

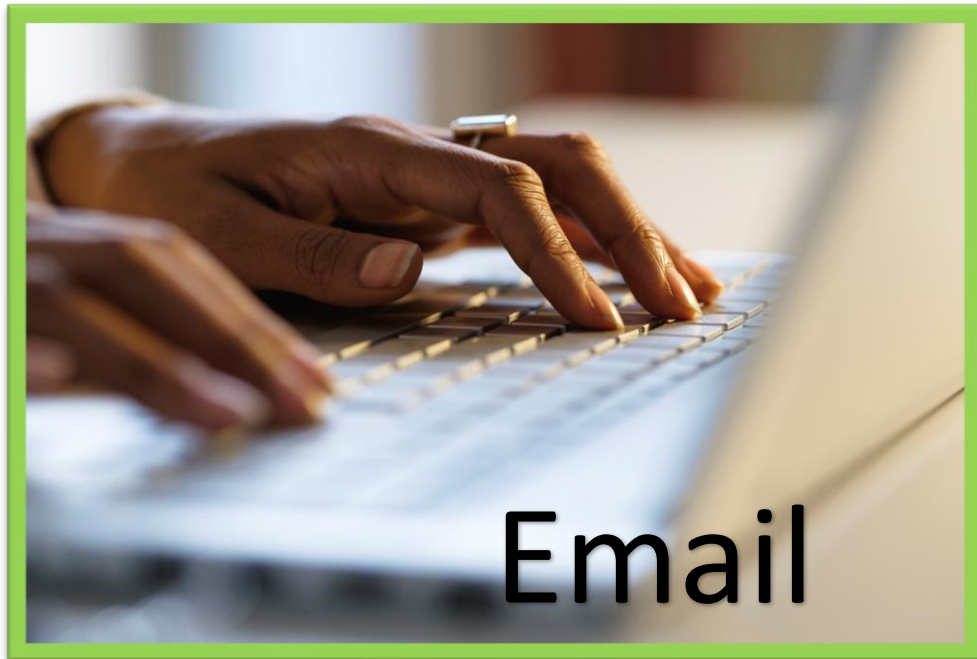


# NALA Courtesy Reminders





# CP/ACP Recertification Courtesy Reminder



# Update Your NALA Contact Information

Melody Drew My Profile

Access Certification Information  
Access Education Account

Overview **Account** Organizations Purchases Requests Tasks

Documents

Personal Info  
**Contact Info**  
Relationships  
Committees  
Chapters  
Job Roles  
Speaker Info  
Additional Info  
CLE  
Awards  
Change Password  
Wealth  
Privacy

Addresses Phone Numbers Email Addresses  
Web Links

Add New Address +

1 [ 1 to 1 out of 1 records ] Filter Export

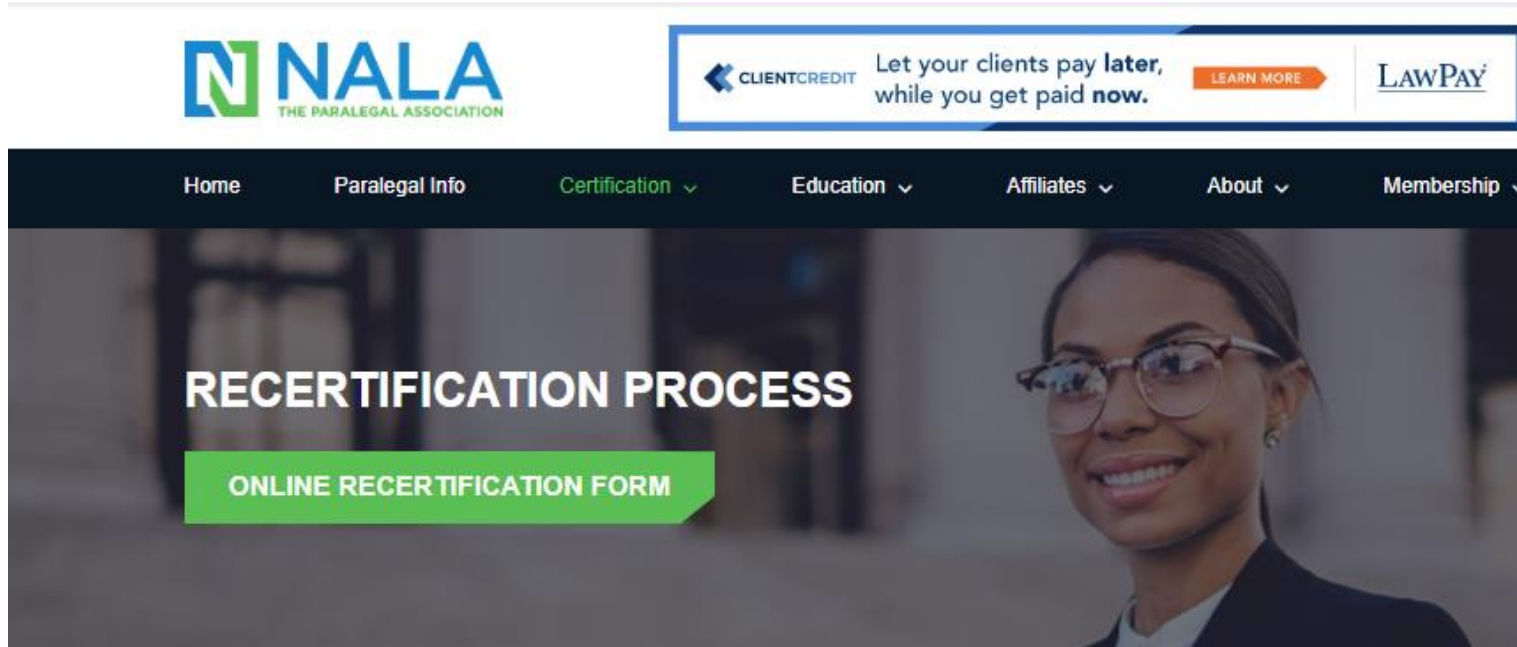
Address	Type	Primary	Linked	Region	Ship To	Modified	Edit
6450 S Lewis Ave Ste 250 Tulsa, Oklahoma 74136-1260	Work	✓		Area 2		mdrew@nala.org 2/6/2023 12:11 PM	Edit



It Is Time to Recertify...  
In Five Years!



# CP/ACP Recertification Affidavit and Fee



Let your clients pay later, while you get paid now. [LEARN MORE](#)

**CERTIFIED PARALEGAL RECERTIFICATION AFFIDAVIT**

This form should not be completed or submitted earlier than thirty days prior to the expiration date of your certification and should only be submitted once the 50 hours of CLE credit, including five hours of legal ethics, have been recorded in your NALA account.

**NOTE: If you are a NALA member, your membership dues are separate from your certification.** If the Recertification form is mailed, it must be accompanied by a check, money order, or credit card information (VISA, Master Card, Discover, or American Express are accepted).

I, \_\_\_\_\_, hereby swear or affirm that I have, since my last certification, earned a minimum of fifty hours of CLE hours necessary to maintain my NALA CLA or CP status; the hours reported to NALA are true and accurate; that I have not violated the NALA Code of Ethics, nor been convicted of a felony or the unauthorized practice of law; that I have not divulged the contents of any Examination Questions or violated any of the Terms and Conditions of Testing; that I understand that my failure to meet the continuing education requirements as required by the NALA Certifying Board or falsification of information provided to the NALA Certifying Board may result in my NALA CLA or CP designation being revoked.

Date: \_\_\_\_\_ Account # (if known): \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Date Certified (mm/yy): \_\_\_\_\_

E-mail and Phone: \_\_\_\_\_

**Note: We rely on e-mail to communicate with you. If this is not acceptable, please check here:**

Please complete the payment information below. \$25 recertification fee paid by:

Money Order  \_\_\_\_\_

MasterCard  \_\_\_\_\_

Name on card:  VISA  Discover  AmEx

Billing Address: \_\_\_\_\_ Acct. #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

# Your New CP/ACP Certificate Is On The Way



# Connect With Us



WRITE US AT  
[CLE@NALA.ORG](mailto:CLE@NALA.ORG)



CALL US AT  
918-587-6828



VISIT OUR WEBSITE AT  
[WWW.NALA.ORG](http://WWW.NALA.ORG)



# Reviewing What You Have Learned

CLE Requirements

Entering CLE

How To...

CLE Audits

Courtesy Reminders

Recertification

Connection



# Thank you

