



Certification Connection





THE LEADING PARALEGAL ASSOCIATION

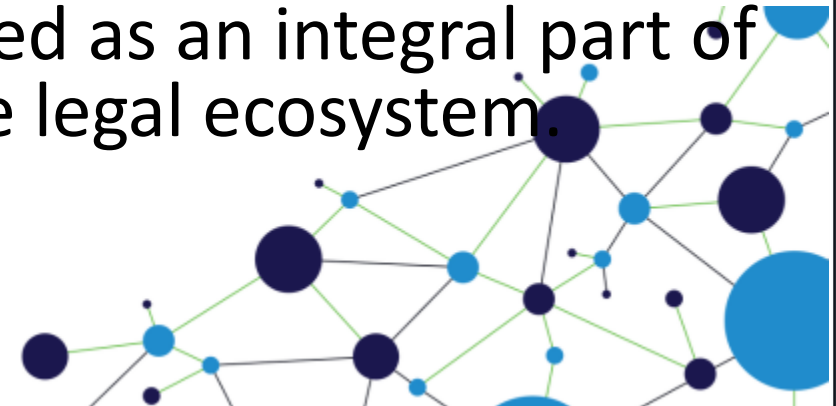
About NALA

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
Credential

Connect With Us

Reviewing What
You Have
Learned

Q & A



Continuing Legal Education Requirements (CLE)



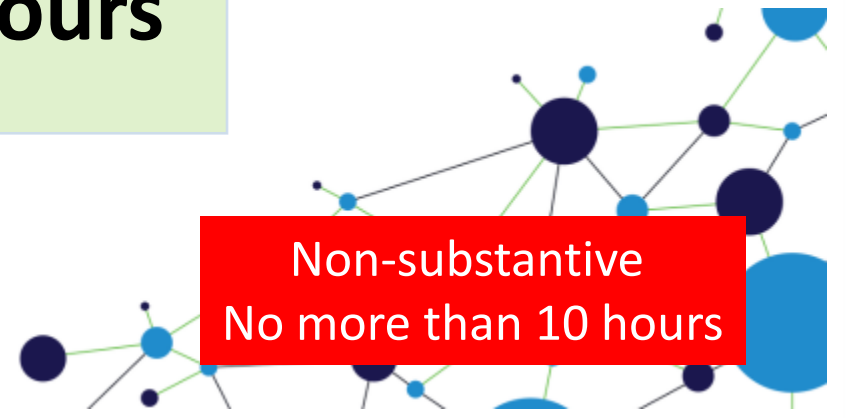
Continuing Legal Education (CLE) Requirements

Substantive

45+ hours

Legal Ethics

at least 5 hours



**Non-substantive
No more than 10 hours**

Substantive Sessions



Bankruptcy

Elder Law

Medical Malpractice

Zoning/Land Use



Legal Ethics Sessions

Confidentiality;
privilege

Unauthorized
Practice of Law
(UPL)

Attorney
misconduct and
disciplinary
proceedings

Conflicts of
interest



Non-Substantive Sessions



Law office
management

Computer
programs or
applications

Communications

Office
technology

Self-help

Mental health

Prevention of
substance abuse



**Technology Sessions

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



Complete online and in-person courses offered by NALA, affiliated associations, bar associations, or seminar providers



Teach a paralegal program or a session at a CLE seminar



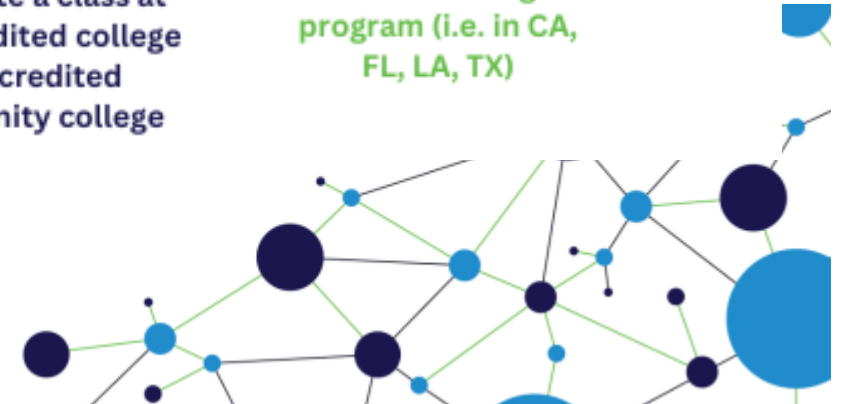
Participate in online educational programs



Complete a class at an accredited college or accredited community college



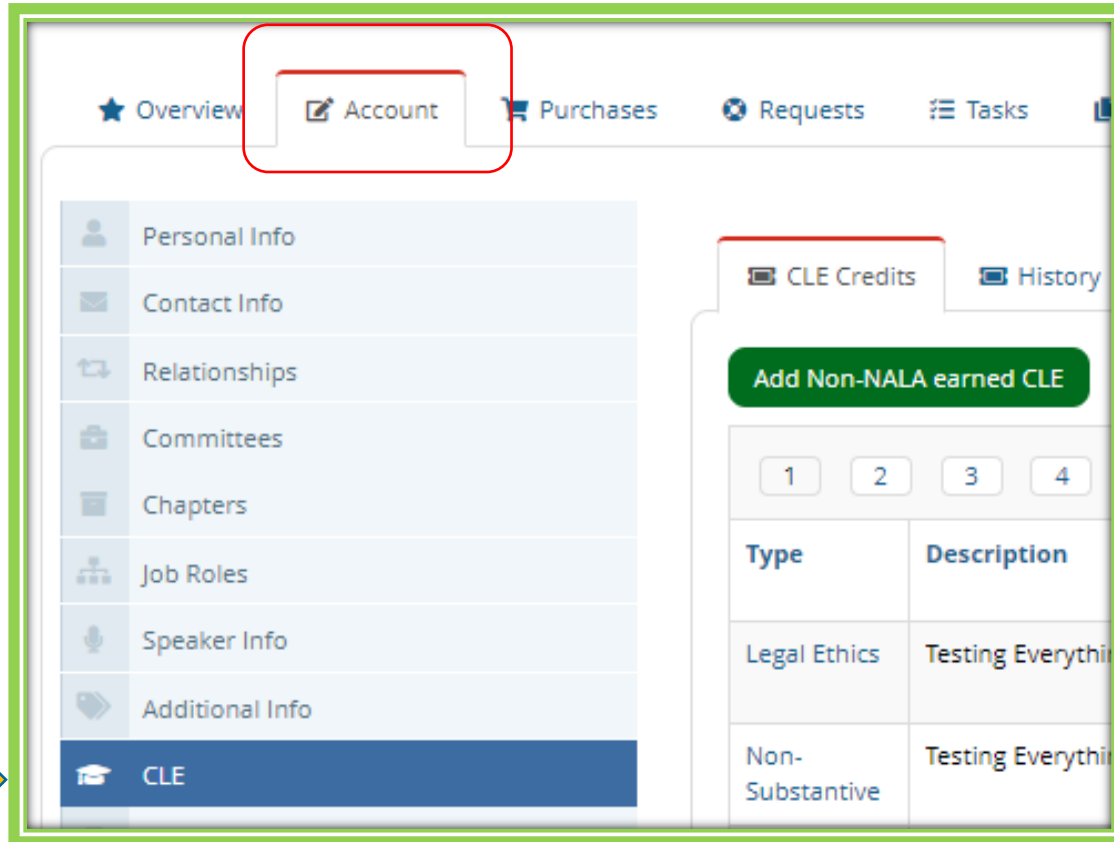
Achieve a NALA ACP® credential or complete a NALA-recognized state credentialing program (i.e. in CA, FL, LA, TX)



Entering CLE into your NALA Account



Enter Your CLE



★ Overview **Account** Purchases Requests Tasks

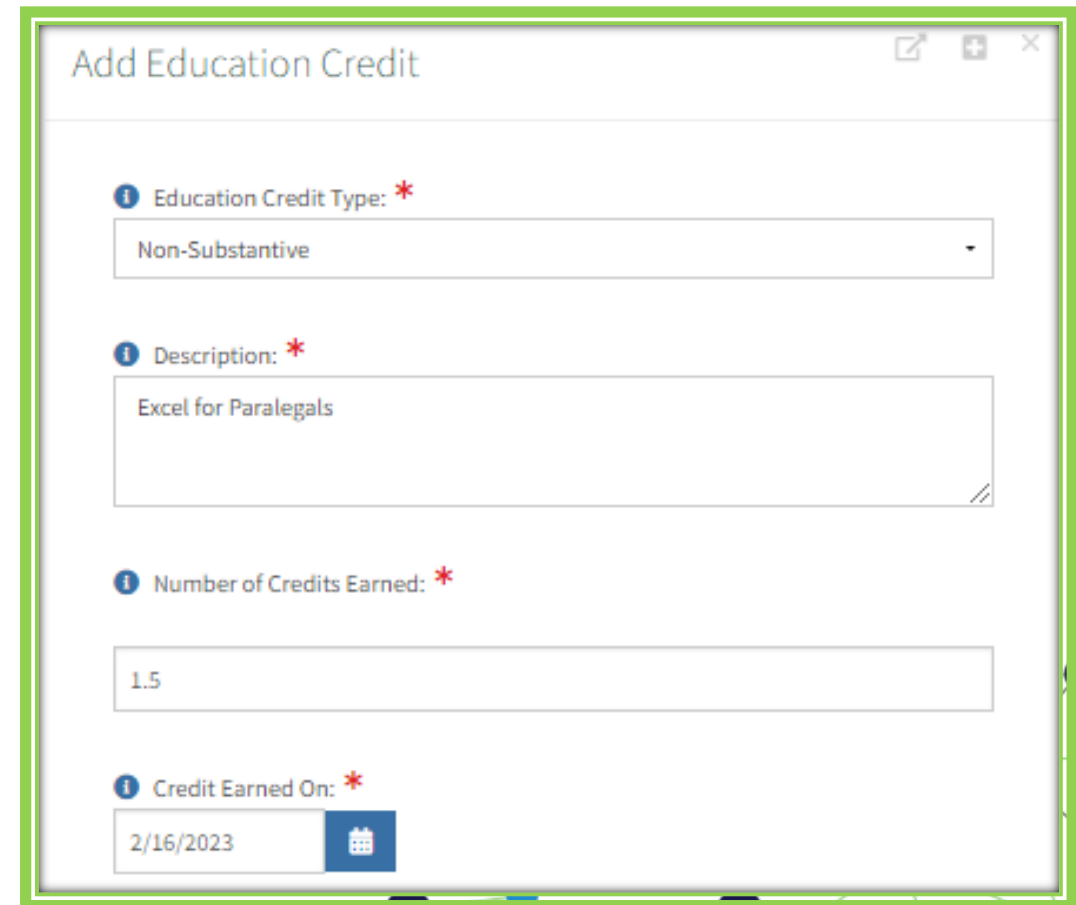
- Personal Info
- Contact Info
- Relationships
- Committees
- Chapters
- Job Roles
- Speaker Info
- Additional Info
- CLE**

CLE Credits History

Add Non-NALA earned CLE

1 2 3 4

Type	Description
Legal Ethics	Testing Everything
Non-Substantive	Testing Everything



Add Education Credit

Education Credit Type: *

Non-Substantive

Description: *

Excel for Paralegals

Number of Credits Earned: *

1.5

Credit Earned On: *

2/16/2023

NALA Sponsored CLE

(automatically uploads into your CLE account)

[Add Non-NALA earned CLE](#)
[Transcript !\[\]\(78c10c6c1104aea28089918a14d33a59_img.jpg\)](#)
[View Your Total CLE Hours](#)

[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[...](#)
[▶](#)
[31 to 40 out of 110 records]

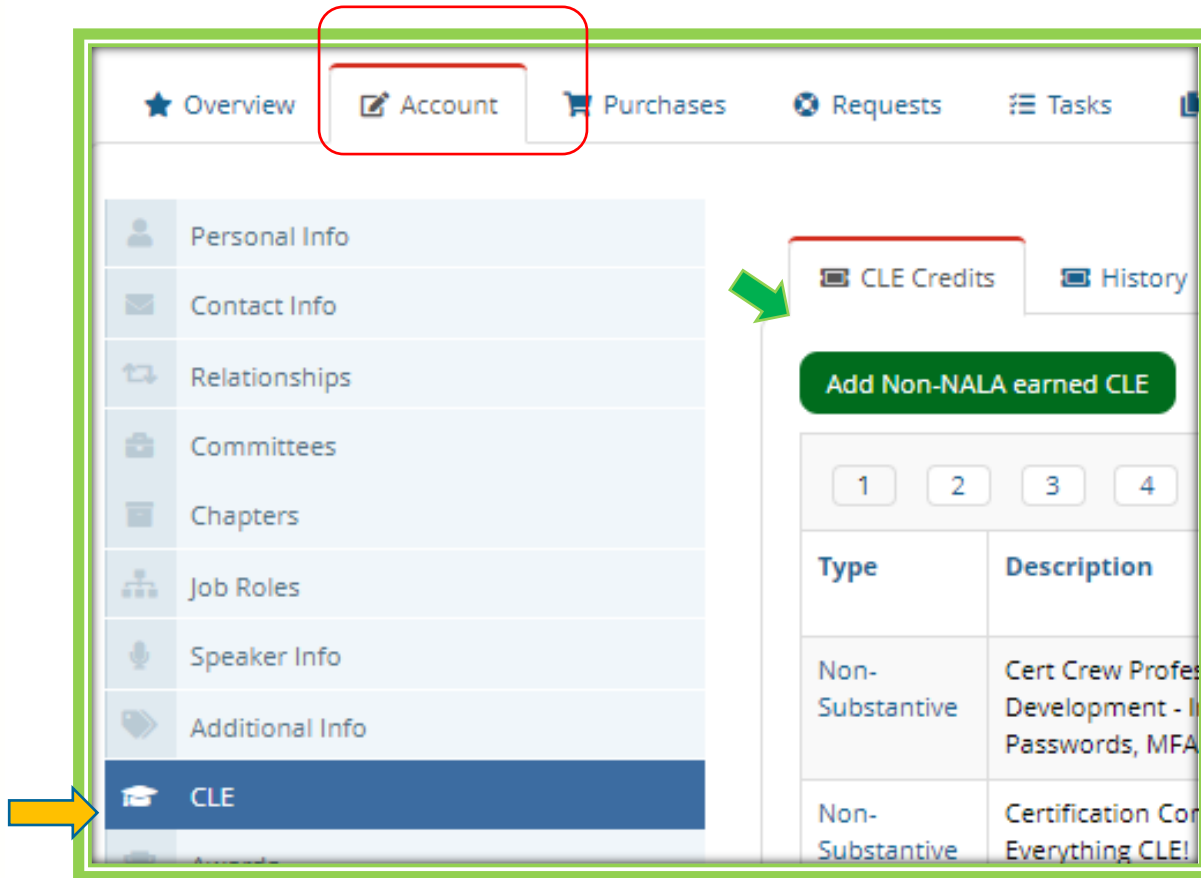
Type	Description	Number of Credits	Earned On	Status
Non-Substantive	SS18PL04 - Emotional Intelligence	1.00	1/31/2023	APPROVED ON 2/1/2023
Non-Substantive	SS16PL00 - Leadership Basics	1.00	1/31/2023	APPROVED ON 2/1/2023
Non-Substantive	ODWA21C24 - Effective Allyship	1.00	1/29/2023	APPROVED ON 1/30/2023



How To's



How To Enter Your CLE



Overview Account Purchases Requests Tasks

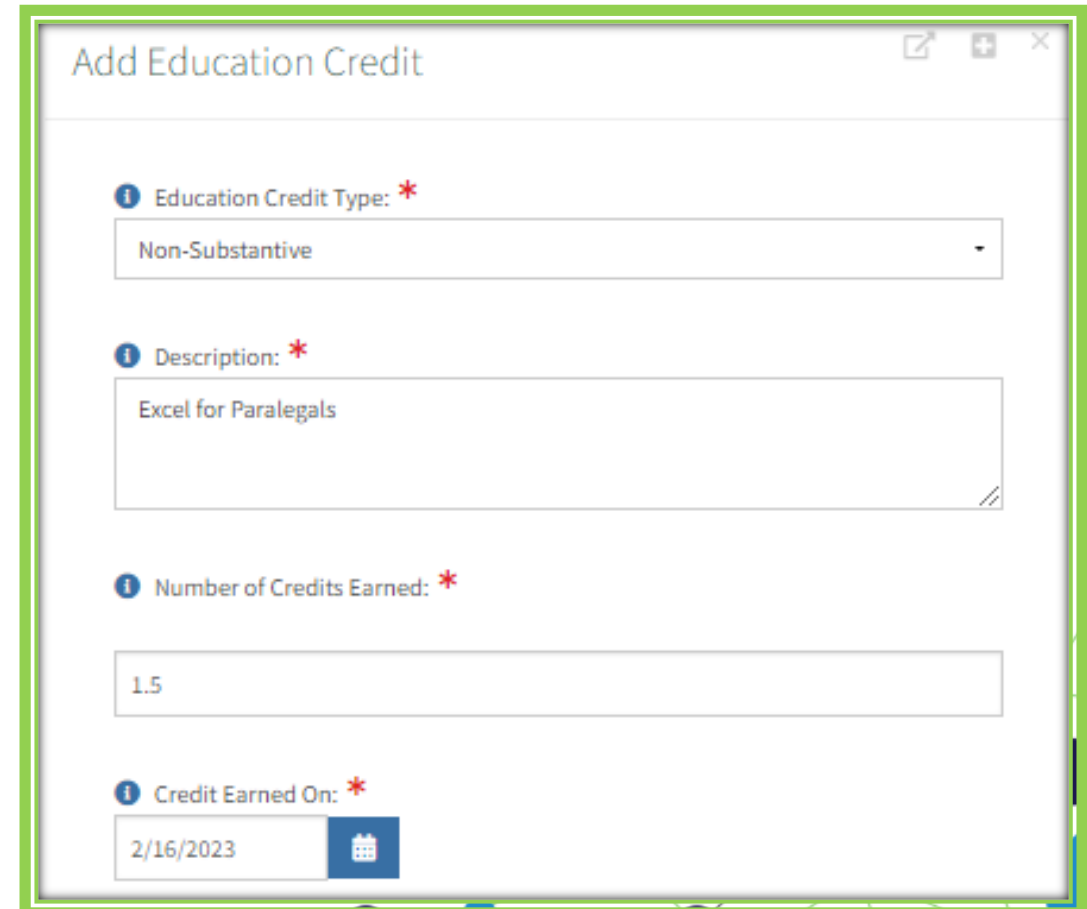
Personal Info
Contact Info
Relationships
Committees
Chapters
Job Roles
Speaker Info
Additional Info
CLE

CLE Credits History

Add Non-NALA earned CLE

1 2 3 4

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



Add Education Credit

Education Credit Type: *
Non-Substantive

Description: *
Excel for Paralegals

Number of Credits Earned: *
1.5

Credit Earned On: *
2/16/2023

Two-Category Entries

CLE Credits

History

Add Non-NALA earned CLE

Transcript

View Your Total CLE Hours

1

2

3

4

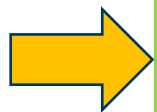
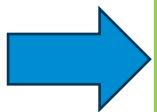
5

...

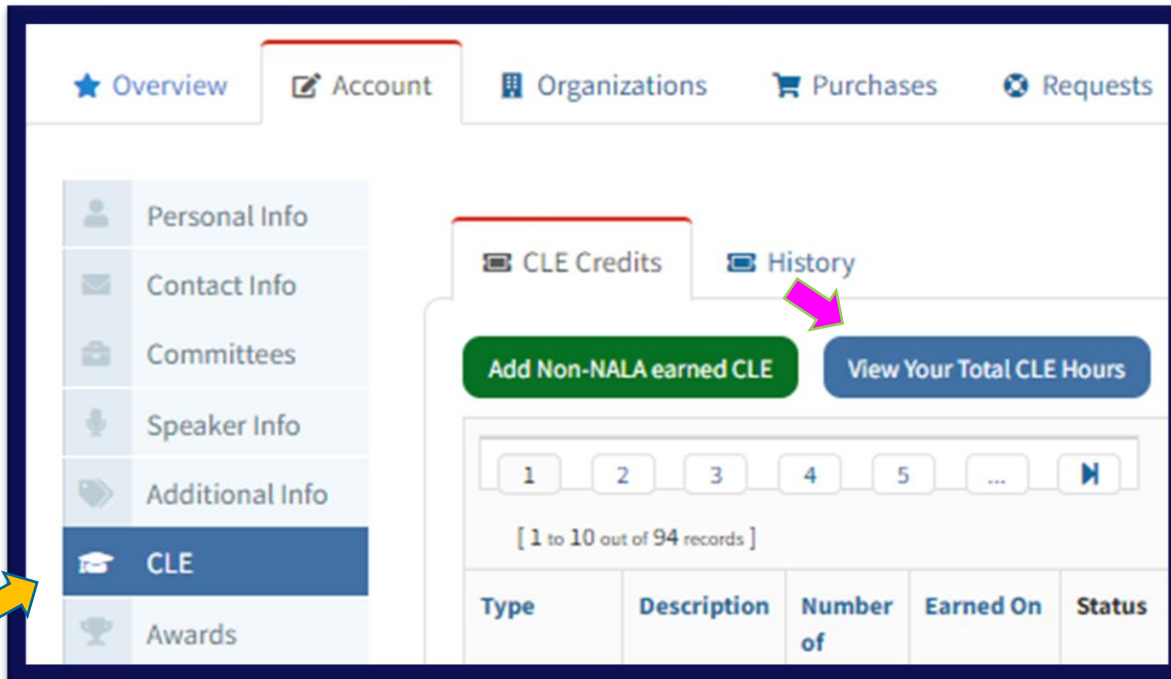
▶

[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 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 2 3 4 5 ... [1 to 10 out of 94 records]

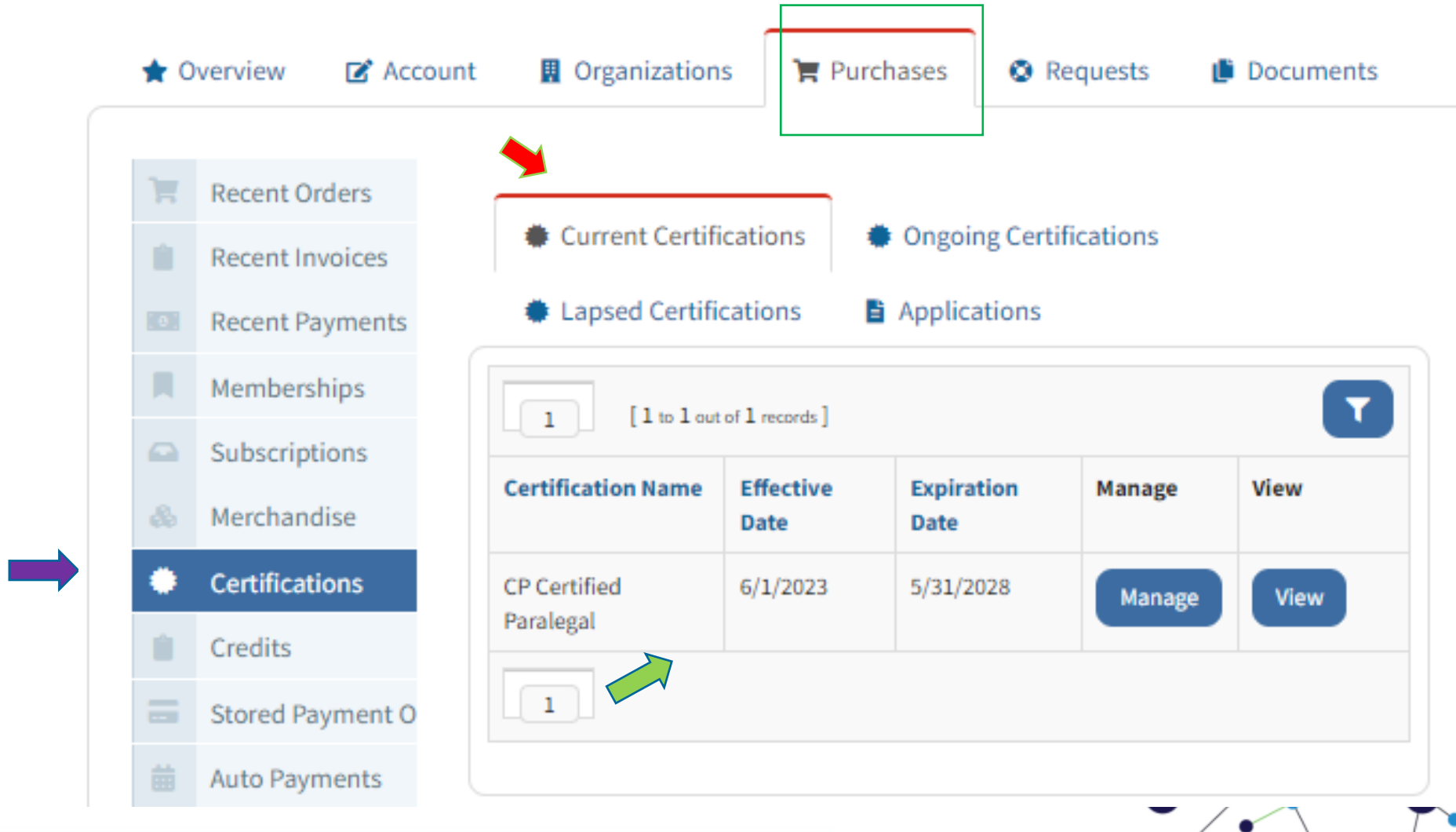
Type	Description	Number of	Earned On	Status
------	-------------	-----------	-----------	--------

Melody Drew NALA Team - Certification Manager

Phone: 910.587.0020
Email: nalanet@nala.org

Reported Credits					
Period	Date Earned	Credit Description	# of Credits	Date Approved	Credit Type
ID#: 170864 Melody Drew			From: To:		
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
Subtotal for Legal Ethics:			2.51	Allowable Credits: 2.51	

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

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	Manage	View

1
➡

Current Certifications Ongoing Certifications
Lapsed Certifications Applications



CLE Audits



CLE Audit Request



CLE Audit Location

Note Reminder

i

Audit 2022 - Legal Ethics Review

☐ Do not show this message again

Created

mdrew@nala.org
9/8/2022

Modified

mdrew@nala.org
9/8/2022

OK

Add CLE

View Your Total CLE Hours

1 2 3 4 5 ...

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

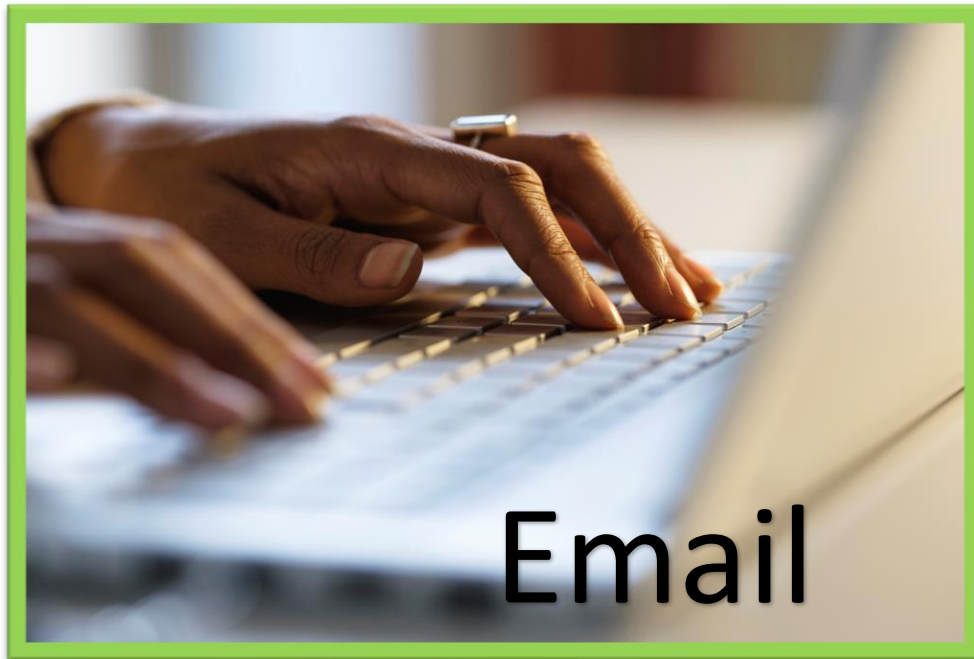
Employer or sponsor
verification



NALA Courtesy Reminders



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

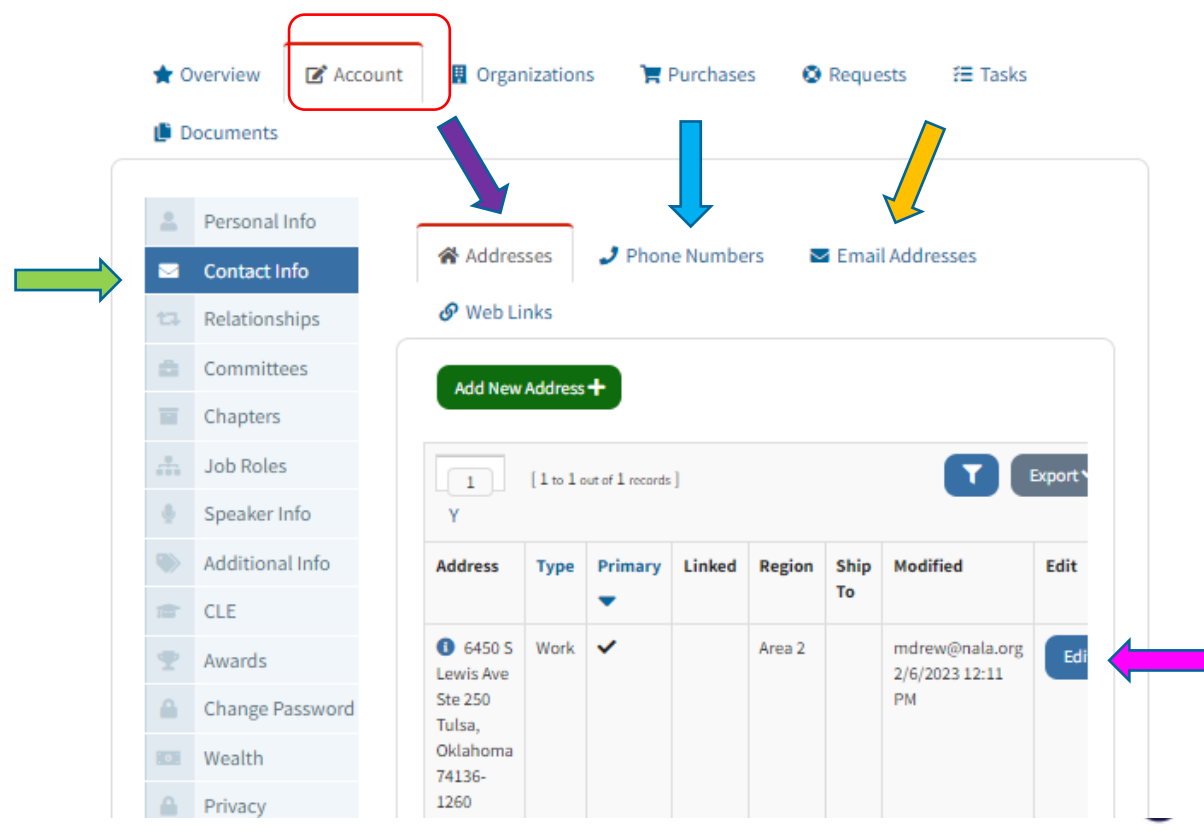
Personal Info **Contact Info** Relationships Committees Chapters Job Roles Speaker Info Additional Info CLE Awards Change Password Wealth Privacy

Addresses Phone Numbers Email Addresses Web Links

Add New Address +

1 [1 to 1 out of 1 records] Y 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!



Recertification Affidavit and Fee



Let your clients pay later,
while you get paid now.

LEARN MORE

LAWPAY

Home

Paralegal Info

Certification ▾

Education ▾

Affiliates ▾

About ▾

Membership ▾

RECERTIFICATION PROCESS

ONLINE RECERTIFICATION FORM



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, MasterCard, 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 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 (month/year)	
E-mail and Phone	
<p>Note: We rely on e-mail to communicate with you. If this is not acceptable, please check here <input type="checkbox"/></p>	
<p>Please complete the payment information below. \$125 recertification fee paid by:</p>	
<input type="radio"/> Check/Money Order	<input type="radio"/> MasterCard
<input type="radio"/> Visa	<input type="radio"/> Discover
<input type="radio"/> American Express	<input type="radio"/> Other
Name on card	Exp. Date
Billing Address	

Your New Certificate Is On The Way



Connect With Us



WRITE US AT
CLE@NALA.ORG



CALL US AT
918-587-6828



VISIT OUR WEBSITE AT
WWW.NALA.ORG



Reviewing What You Have Learned

CLE Requirements

Entering CLE

How To...

CLE Audits

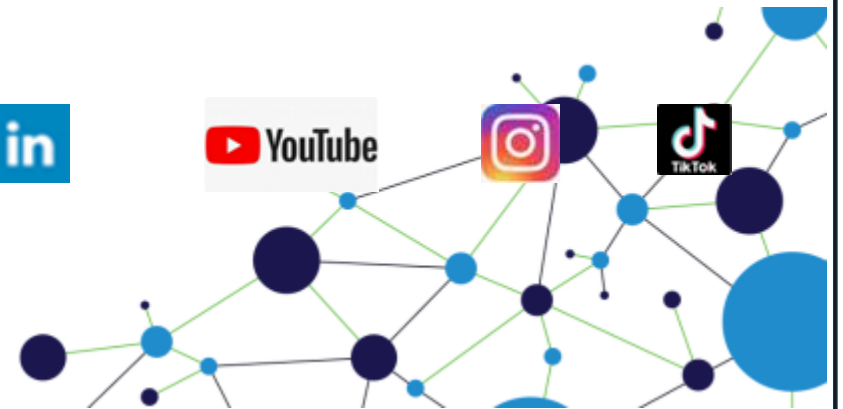
Courtesy Reminders

Recertification

Connection



Thank you





Certification Connection

