Hello Certified Paralegals! Please find below the most current requirements for maintaining your Certified Paralegal (CP®) credential. Please be sure to visit your NALA account regularly to review your CLE credits and to be aware of your certification expiration date.

**Recertification Fee Increase**

Effective January 1, 2024, the prices for recertification are:

- Member: $125
- Non-member: $175

For more details, [click here](#).

**Recertification Late Fee**

Effective January 1, 2023, a $25 late fee and Appeal form are required if the Recertification Affidavit is received after the certification expiration date.

**Disciplinary Procedures**

Disciplinary action may be taken against an Examination candidate or a Certified Paralegal if it is found that either has committed any of the following listed [here](#). To submit a Disciplinary Complaint Form, [click here](#).

**Recertification Requirements**

Certified Paralegals (CPs) must complete a total of 50 hours of continuing legal education (CLE) programs, including a minimum of five hours of legal ethics, and not more than 10 hours of non-substantive, during each five-year recertification period.

All CLE for the recertification period must be entered into the NALA system prior to the certification expiration date.

In order to recertify you MUST meet the three Certifying Board requirements listed below, by the certification expiration date:

1. Completion and submission of 50 CLE hours including five hours of legal ethics (and not more than 10 hours of non-substantive)
2. Signed Recertification Affidavit
3. Recertification fee paid to NALA

**CP® Recertification and Membership Renewal Fees**

Certification and Membership are two separate divisions within NALA. Your certification is not dependent upon being a member and vice versa.

**Certification** is awarded after successfully passing the Certified Paralegal Exam. It must be maintained by participating in the required CLE along with submitting the Recertification Affidavit and fee. **Recertification** occurs every five years.

**Membership** is renewed annually. Being a NALA member provides you with a tremendous amount of benefits including discounts on online education, products, and conference registration.