



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](#).

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.

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