

**NALALA** | THE PARALEGAL  
ASSOCIATION

# Certification Connection





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THE LEADING PARALEGAL ASSOCIATION

# SAVANNAH TECHNICAL COLLEGE



**“The College That Works”**



# About NALA



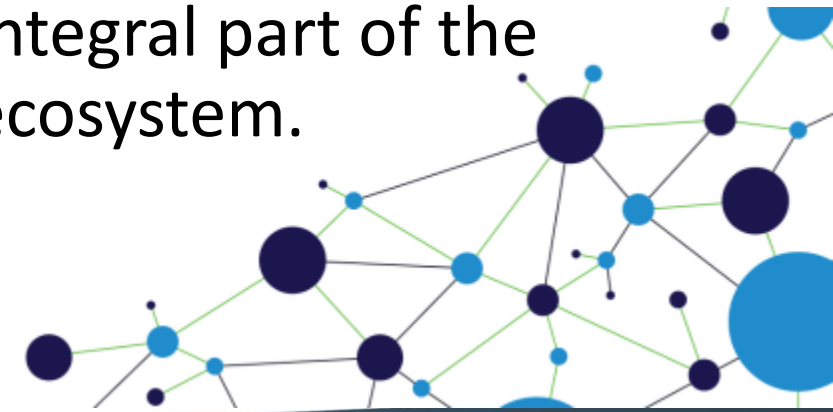
Over **21K** paralegals have been NALA certified since 1977!

## 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.



# NALA CP CERTIFICATION

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



The only nationally accredited paralegal certification



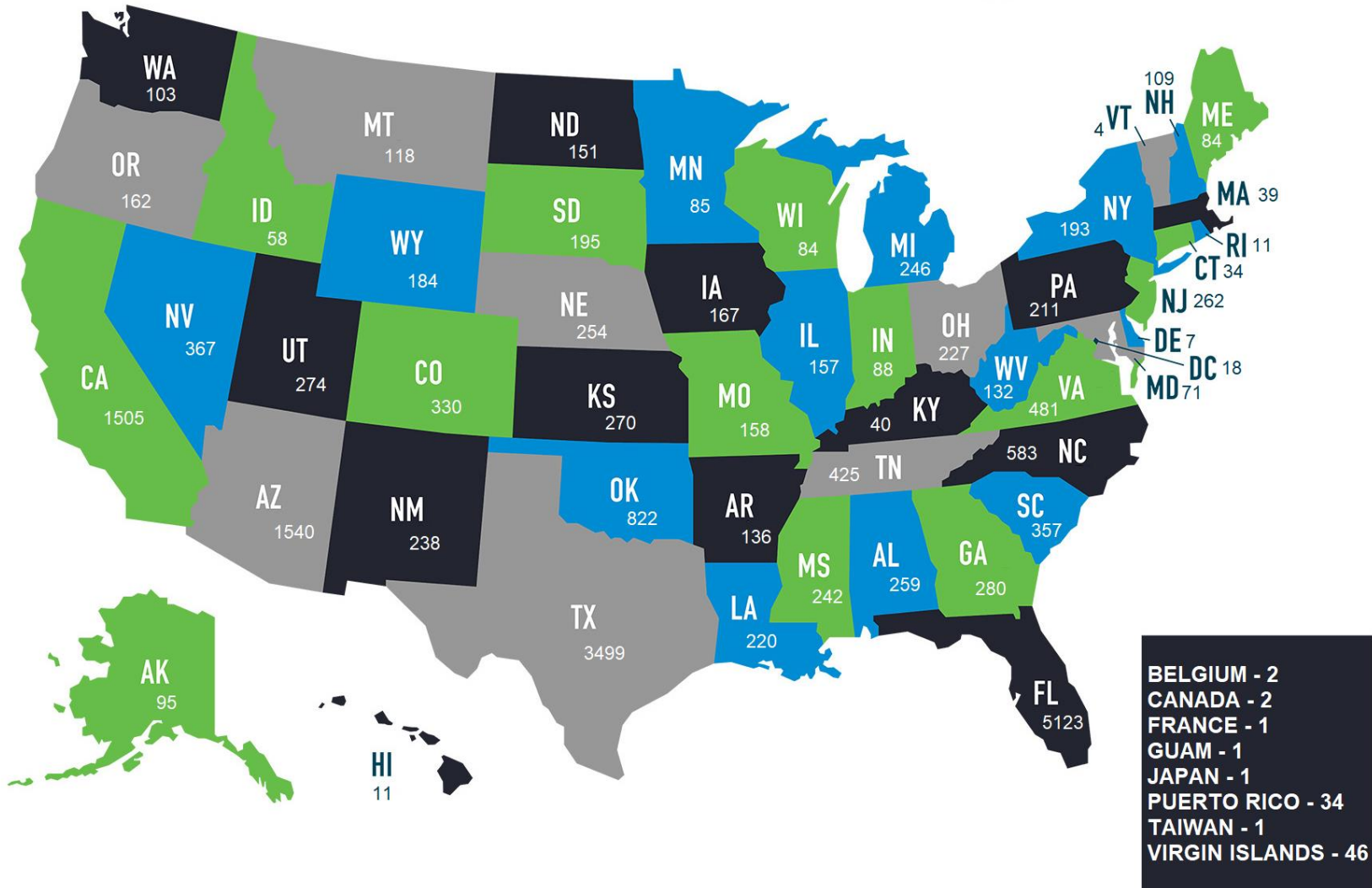
Recognized worldwide  
- if you move, your credential travels with you



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



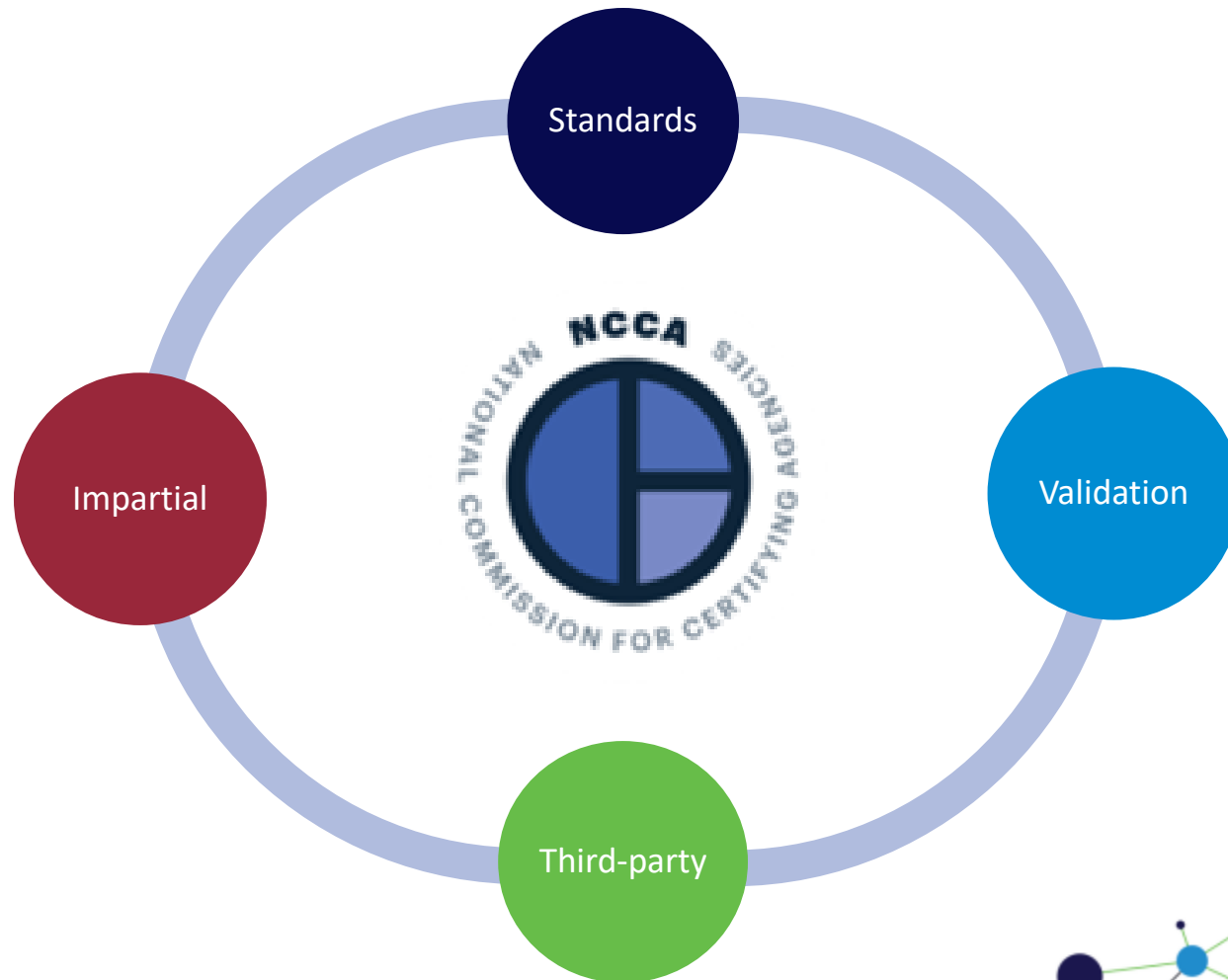
# CERTIFIED PARALEGALS BY AREA



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



# 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



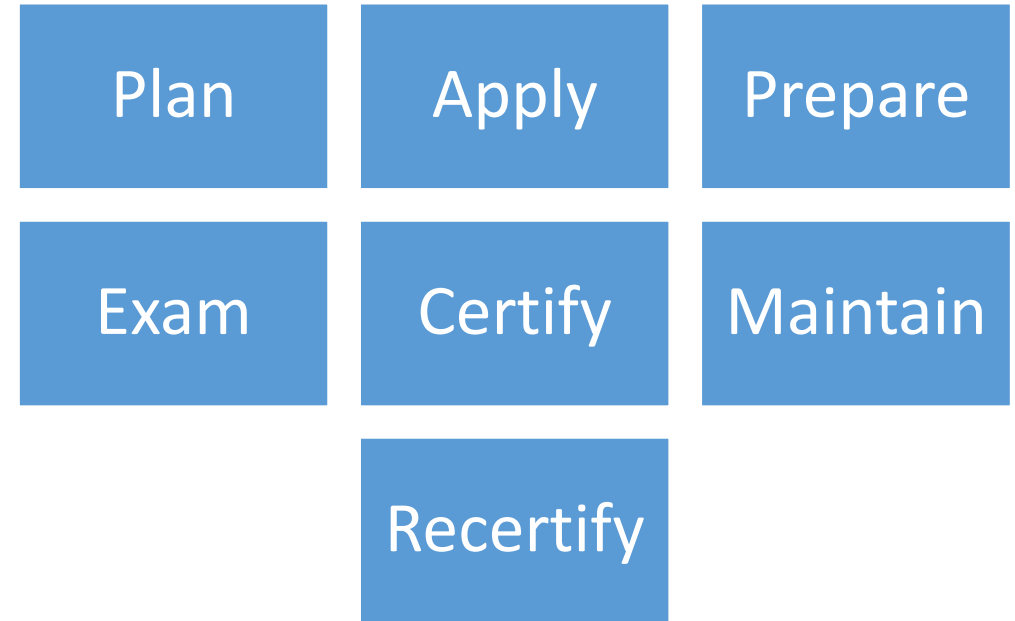
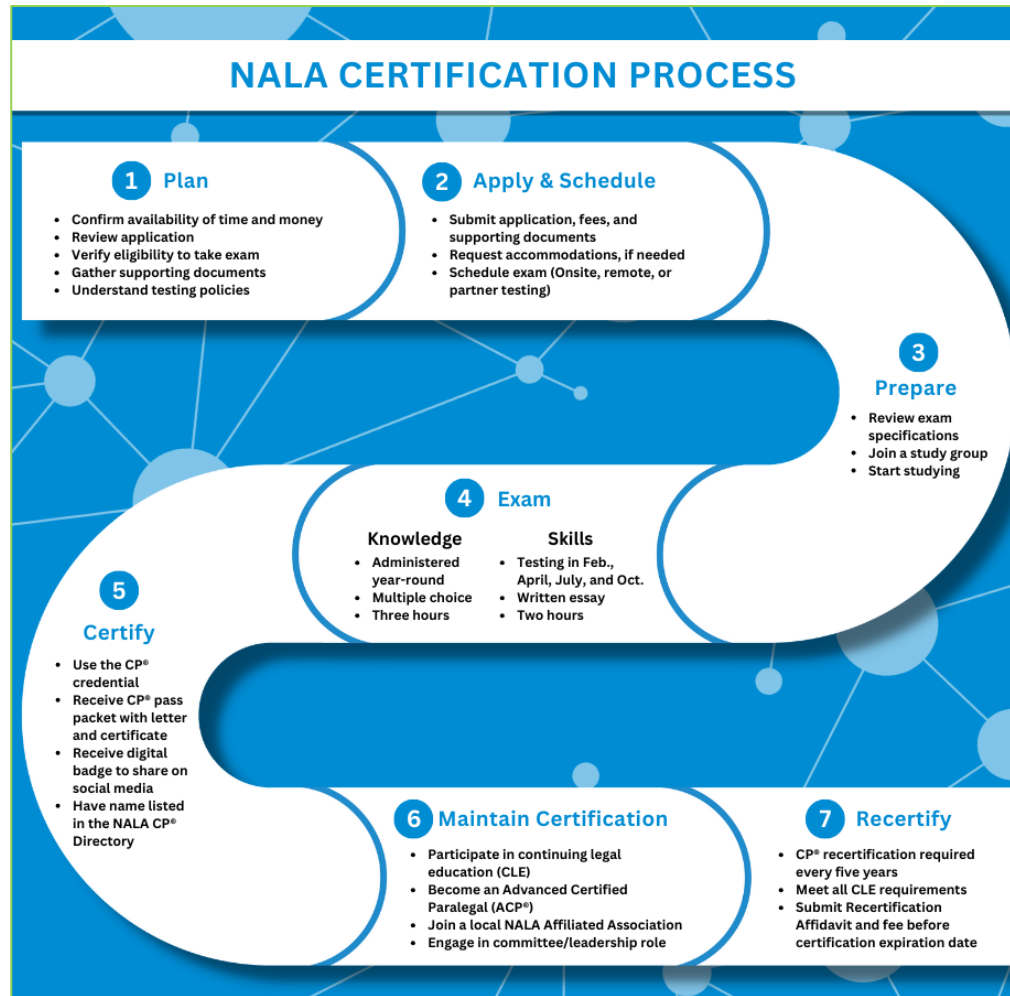
- Onsite
- Partner
- Remote Proctoring

*(See NALA website Certification page for current testing center fees)*

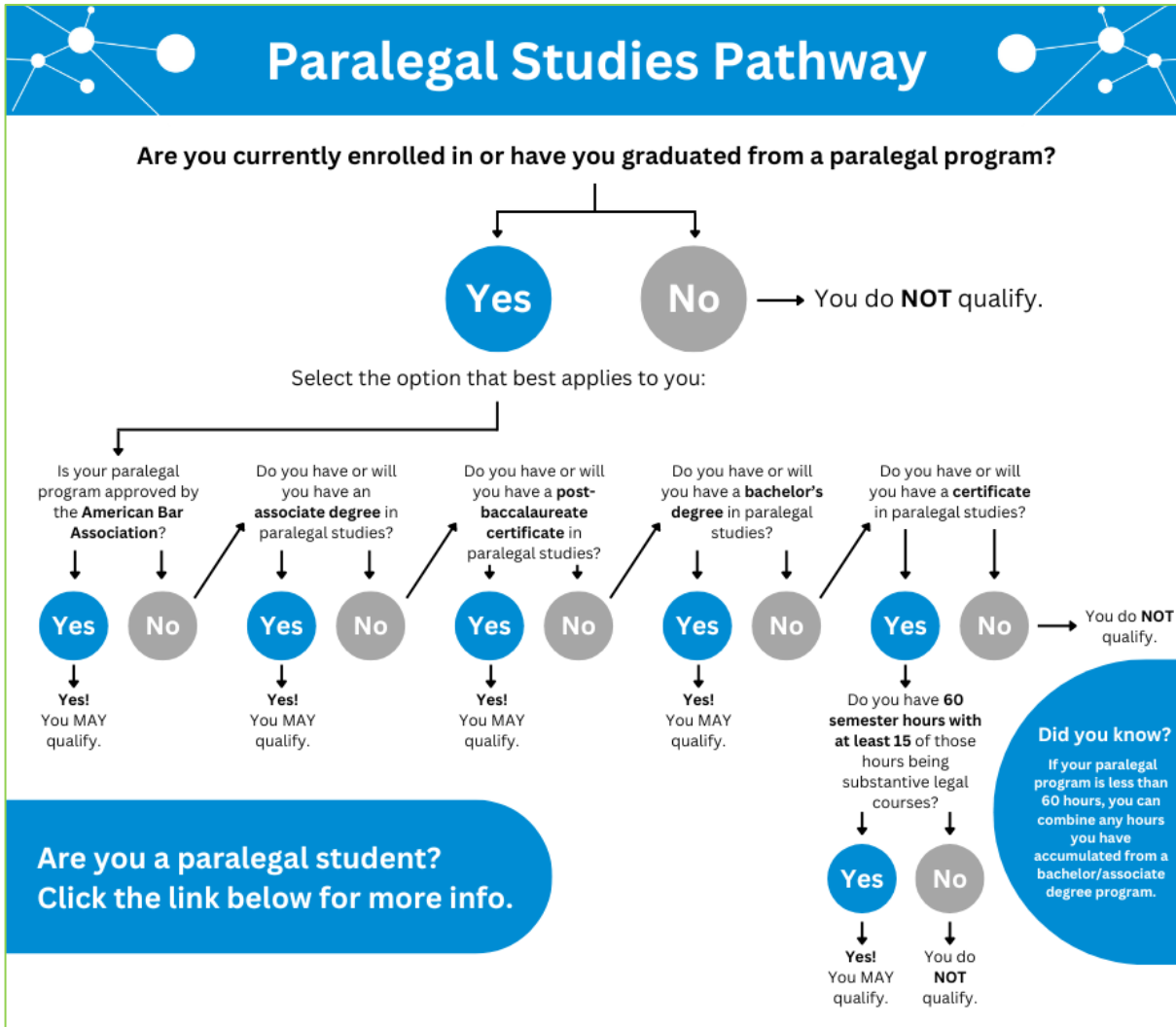
SCAN ME 



# CERTIFICATION PROCESS



# Paralegal Studies Pathway



ABA approved

Associates degree

Post-baccalaureate certificate

Bachelor's degree

Certificate program

# Supporting Documentation

## Category 1



***\*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.*

### Student Applicant:

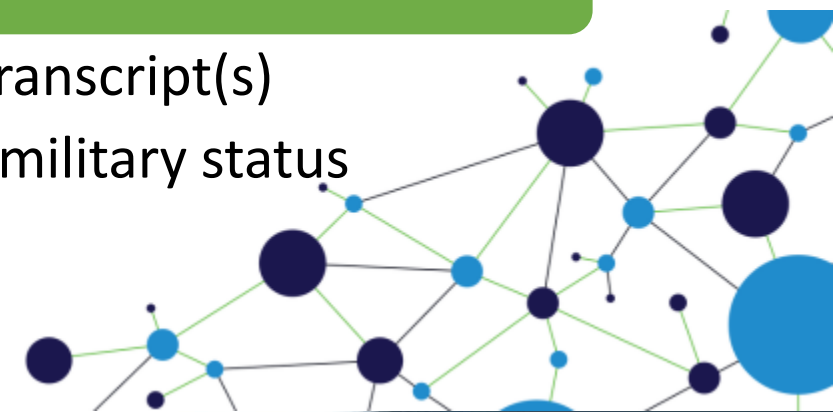
- Official transcript

### Standard Applicant:

- Official transcript(s)

### Military Applicant:

- Official transcript(s)
- Proof of military status



# TESTING CENTER FEES



## Onsite Testing

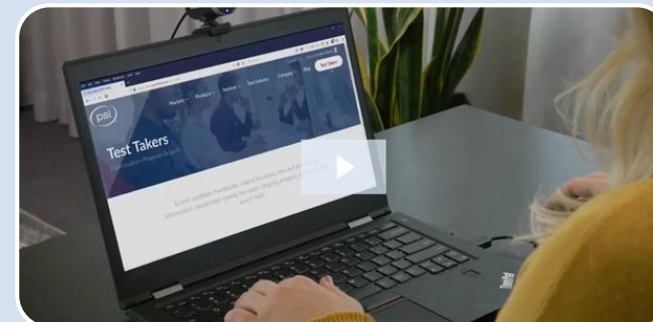
- Knowledge Exam \$67
- Skills Exam \$60



## Partner Testing

(employer, military base, or school)

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



## Remote Proctoring

- Knowledge Exam \$50

# EXAM SPECIFICATIONS

Knowledge Exam		100 Points
<b>1</b>	<b>United States Legal System</b>	15
1.A	Sources of Law	
1.B	Judicial System	
1.C	Remedies	
1.D	Administrative Law	
<b>2</b>	<b>Civil Litigation</b>	15
2.A	Jurisdiction	
2.B	Federal Rules of Civil Procedure and Evidence	
2.C	Alternative Dispute Resolution	
<b>3</b>	<b>Contracts</b>	10
3.A	Formation, Rights, and Duties	
3.B	Enforcement and Defenses	
<b>4</b>	<b>Corporate/Commercial Law</b>	10
4.A	Business Organizations	
4.B	Rights and Responsibilities	
<b>5</b>	<b>Criminal Law and Procedure</b>	7
<b>6</b>	<b>Estate Planning and Probate</b>	7
6.A	Estates, Trusts, and Wills	
<b>7</b>	<b>Real Estate and Property</b>	8
7.A	Property Rights, Ownership, and Transactions	
<b>8</b>	<b>Torts</b>	10
8.A	Negligence and Strict Liability	
<b>9</b>	<b>Professional and Ethical Responsibility</b>	12
9.A	American Bar Association (ABA) Model Rules of Conduct	
9.B	Unauthorized Practice of Law	
<b>10</b>	<b>Debtor/Creditor and Bankruptcy</b>	6

Skills Exam		30 Points
<b>1</b>	<b>Legal Writing</b>	10
1.A	Composition	7
1.B	Mechanic	3
<b>2</b>	<b>Critical Thinking</b>	20
2.A	Identification of Relevant Facts	4
2.B	Issue Spotting	7
2.C	Analysis of Facts and Rules	7
2.D	Drawing Conclusions	2



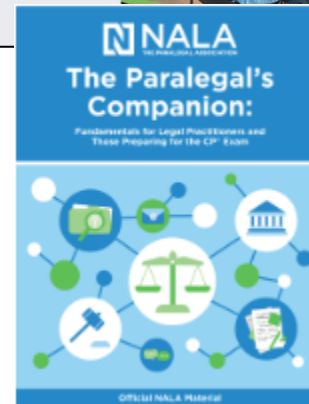


# ONLINE STUDY OPTIONS

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
- **The Paralegal's Companion** book published by NALA
- **Online CP® Practice Exam & App**
- **CP® Review Course Bundle**



**DISCLAIMER: The NALA CP® Exam creators do not develop or deliver any CP® Exam study materials. Producers of study materials do not have access to actual CP® Exam content. Use of any suggested study materials does not guarantee success on the CP® Exam.**

# CP/ACP CERTIFICATE



# CERTIFICATION CONNECTION



JANUARY 2024

## CERTIFICATION CONNECTION

*Let's make some connections and discuss your new CP credential!*

EARN UP TO 1 HOUR OF NON-SUBSTANTIVE CLE!

REGISTER TODAY!



EVERYTHING CLE!

JANUARY 17  
@ 10 AM, 12 PM, & 2 PM

UNLEASHING THE POTENTIAL  
OF YOUR CREDENTIAL!

JANUARY 31  
@ 10 AM, 12 PM, & 2 PM

# BENEFITS OF MAINTAINING YOUR CERTIFICATION



Worldwide  
Recognition



Professional  
Development



Increased  
Salary



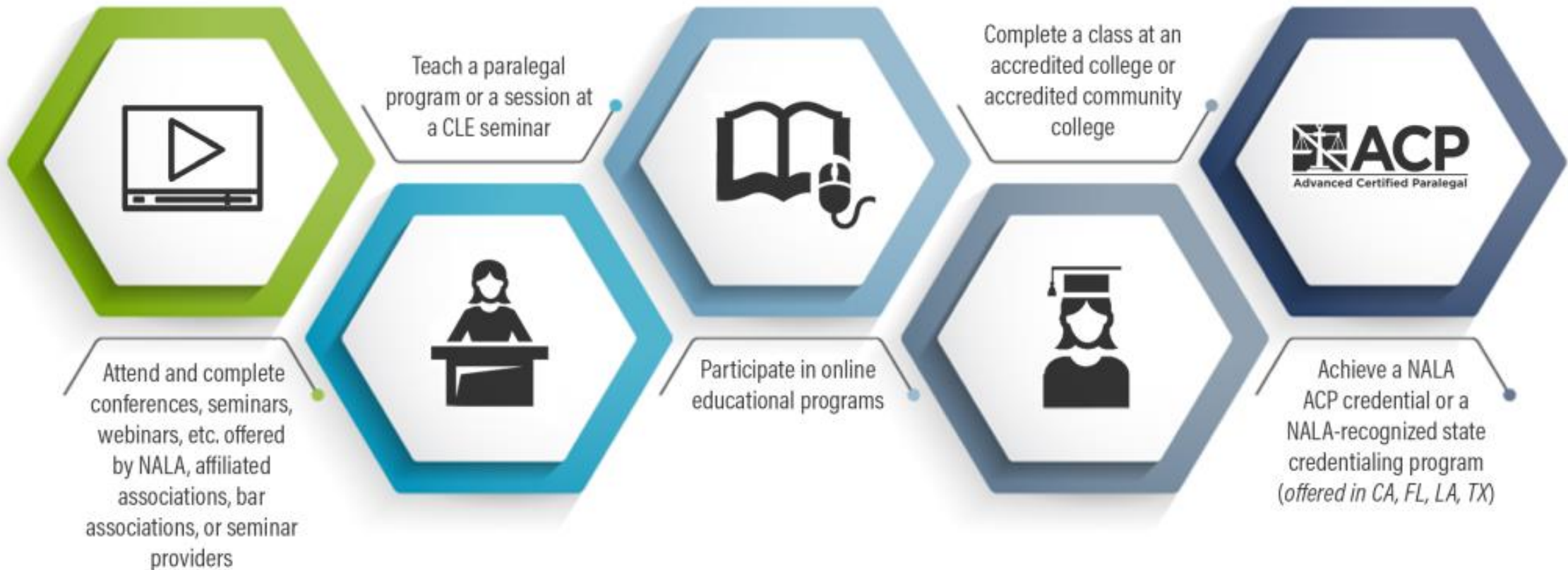
Digital  
Badge



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.

# 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!**



# NALA RESOURCES FOR THE PARALEGAL PROFESSION

## *Certification*

[Planning for  
NALA  
Certification](#)

[Exam  
Specifications](#)

[CP Exam FAQs](#)

[CP  
Recertification  
FAQs](#)

## *Membership*

[Career Center](#)

[NALA  
Commons](#)

[SimpleLaw](#)

[Utilization and  
Compensation  
Survey](#)

# FOR MORE INFORMATION



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



CALL US AT  
918-587-6828



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





# THANK YOU

