

Hardship or Extreme Circumstances as Basis of Appeal

An appeal of the revocation of the CP® credential based on hardship or extreme circumstances will be considered under the following conditions:

- The five-year certification period has expired; and
 - The CP® is on active military or active military reserve duty; or
 - The CP® has extenuating personal challenges, which could include long-term unemployment or severe medical issues hampering one's ability to work or engage in activities outside of work for a period of one year or more.

An appeal must be filed with the Appeals Committee within 30 days after the revocation of the certification. If the committee members are unanimous in their decision, the paralegal will be advised within 10 days of the Appeals Committee decision. If the committee members are unable to come to a unanimous agreement, the appeal will be forwarded to the full Certifying Board for review and decision.

The paralegal will be advised within 10 days of the Certifying Board decision.

During the appeal, the CP® credential is revoked and may not be used or claimed by a paralegal.

The following options will be available to the paralegal, based upon the hardship:

Option 1

The Certifying Board, or a committee thereof, may allow the paralegal to retake the Certified Paralegal Exam as a new candidate for certification.

The Board or committee may waive the examination application fee if they deem it appropriate. However, the application fee waiver will be valid for a limited period of time to be determined by the committee or Certifying Board, and the paralegal must retake the Certified Paralegal Exam within that time.

Option 2

The Certifying Board, or a committee thereof, may grant the paralegal up to an additional one year from the date of the decision to complete the CLE requirements needed.

With this option, the paralegal must comply with all recertification requirements as any other CP®. The extension of up to one year will apply against the ensuing five-year renewal period. The expiration date of the CP® credential will not be adjusted forward to accommodate the extended time.

The CP® must enter CLE hours through their NALA online portal account and advise NALA when the hours have been entered. Certification staff will review the hours for accuracy.

The recertification fee may be waived only one-time for a CP®. If the requirements are not met within the extended time period, certification will be revoked consistent with Certifying Board policies.

