



# Certification Connection





---

THE LEADING PARALEGAL ASSOCIATION

# BROWARD COLLEGE



# BROWARD<sup>®</sup> COLLEGE

Start Your Journey at Broward College



# About NALA



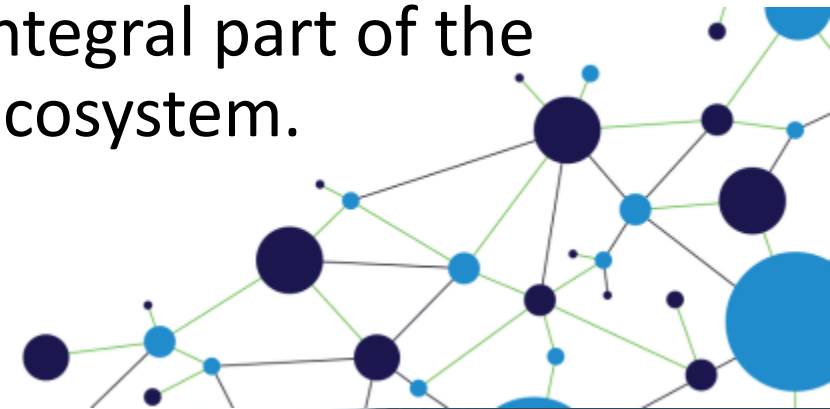
Over **21K** paralegals have been NALA certified since 1977!

## 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



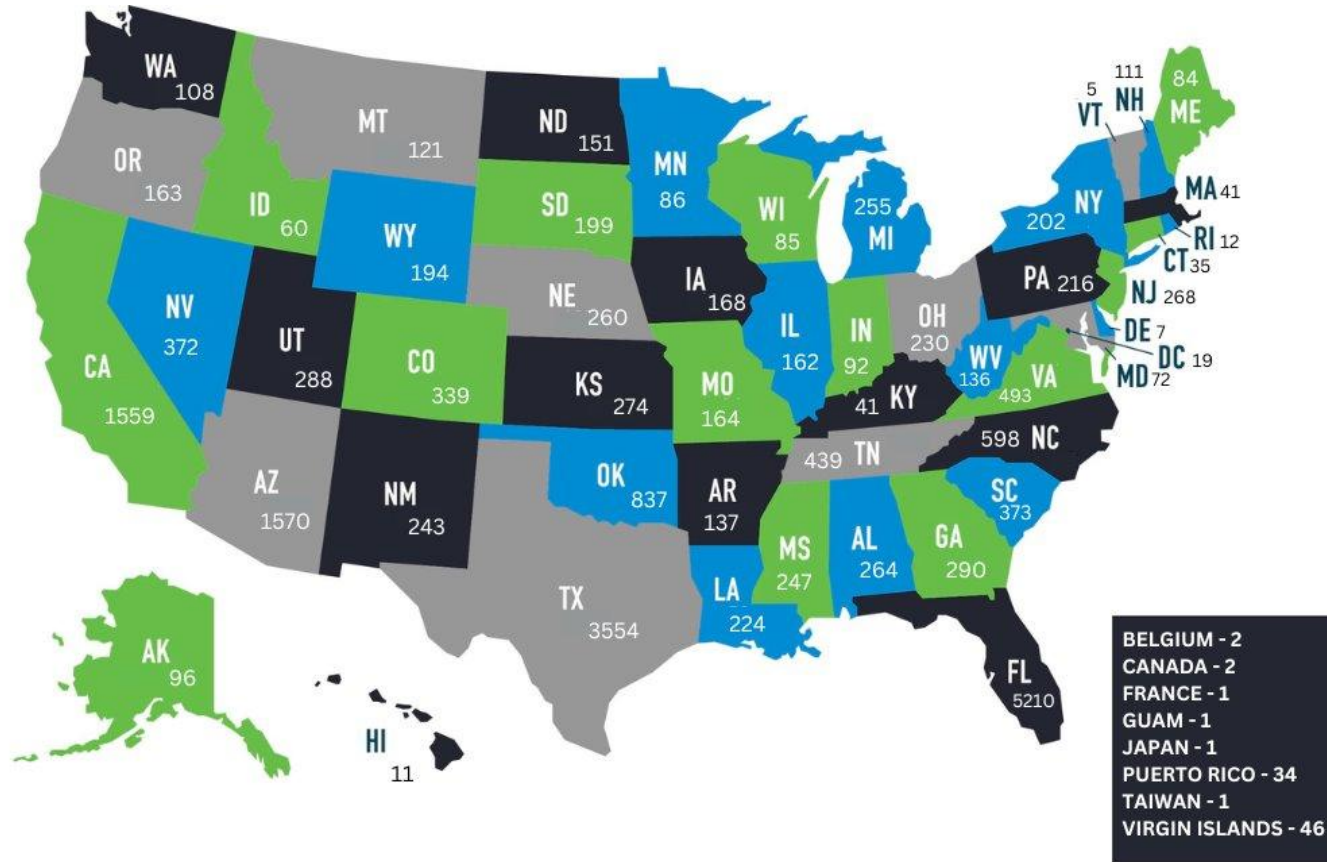
Recognized worldwide  
- if you move, your  
credential travels with  
you



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

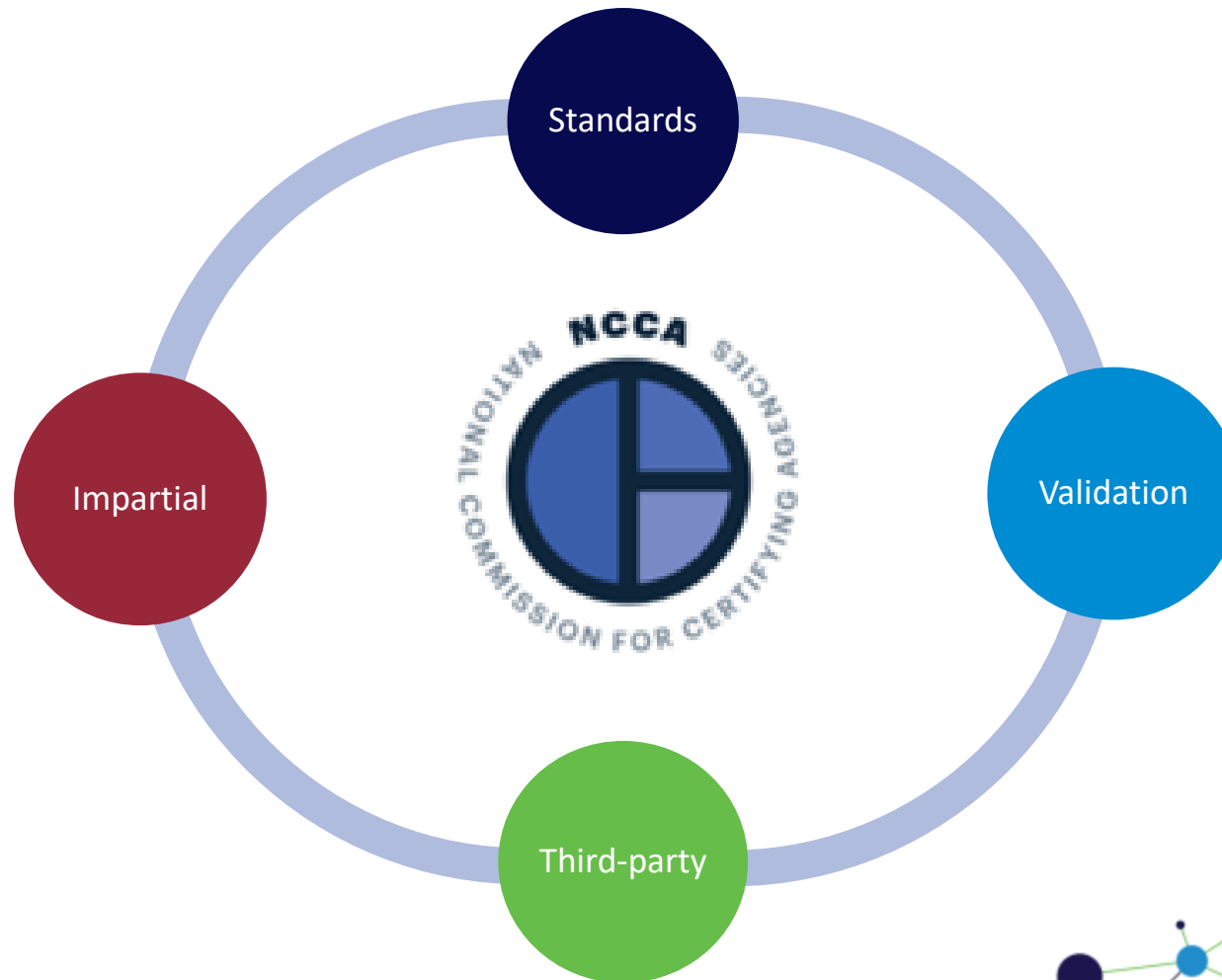


# CERTIFIED PARALEGALS BY AREA



Last updated 1/1/2025

# 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)*





## NALA CERTIFICATION PROCESS

### 1 Plan

- Confirm availability of time and money
- Review application
- Verify eligibility to take exam
- Gather supporting documents
- Understand testing policies

### 2 Apply & Schedule

- Submit application, fees, and supporting documents
- Request accommodations, if needed
- Schedule exam (Onsite, remote, or partner testing)

### 3 Prepare

- Review exam specifications
- Join a study group
- Start studying

### 4 Exam

#### Knowledge

- Administered year-round
- Multiple choice
- Three hours

#### Skills

- Testing in Feb., April, July, and Oct.
- Written essay
- Two hours

### 5 Certify

- Use the CP® credential
- Receive CP® pass packet with letter and certificate
- Receive digital badge to share on social media
- Have name listed in the NALA CP® Directory

### 6 Maintain Certification

- Participate in continuing legal education (CLE)
- Become an Advanced Certified Paralegal (ACP®)
- Join a local NALA Affiliated Association
- Engage in committee/leadership role

### 7 Recertify

- CP® recertification required every five years
- Meet all CLE requirements
- Submit Recertification Affidavit and fee before certification expiration date

## 5 Steps for Certification

1

Plan

2

Apply & Schedule

3

Prepare

4

Test

5

Certify

# Paralegal Studies Pathway

Are you currently enrolled in or have you graduated from a paralegal program?

Yes

No

→ You do **NOT** qualify.

Select the option that best applies to you:

Is your paralegal program approved by the American Bar Association?

Yes

No

Yes!  
You MAY qualify.

Do you have or will you have an **associate degree** in paralegal studies?

Yes

No

Yes!  
You MAY qualify.

Do you have or will you have a **post-baccalaureate certificate** in paralegal studies?

Yes

No

Yes!  
You MAY qualify.

Do you have or will you have a **bachelor's degree** in paralegal studies?

Yes

No

Yes!  
You MAY qualify.

Do you have or will you have a **certificate** in paralegal studies?

Yes

No

Do you have **60 semester hours** with at least **15** of those hours being substantive legal courses?

Yes

No

Yes!  
You MAY qualify.

You do **NOT** qualify.

→ You do **NOT** qualify.

Did you know?

If your paralegal program is less than 60 hours, you can combine any hours you have accumulated from a bachelor/associate degree program.

Are you a paralegal student?  
Click the link below for more info.

ABA approved

Associates degree

Post-baccalaureate certificate

Bachelor's degree

Certificate program

# Supporting Documentation

(Paralegal Studies Pathway)



## Student Applicant:

Official transcript(s);  
or

Letter of completion

## Standard Applicant:

Official transcript(s);  
or

Letter of completion

## Military Applicant:

Official transcript(s);  
or

Letter of completion

Proof of military status

**\*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.

# TESTING CENTER MODALITIES



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

Skills Exam		30 Points
<b>1 Legal Writing</b>		10
1.A Composition		7
1.B Mechanic		3
<b>2 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

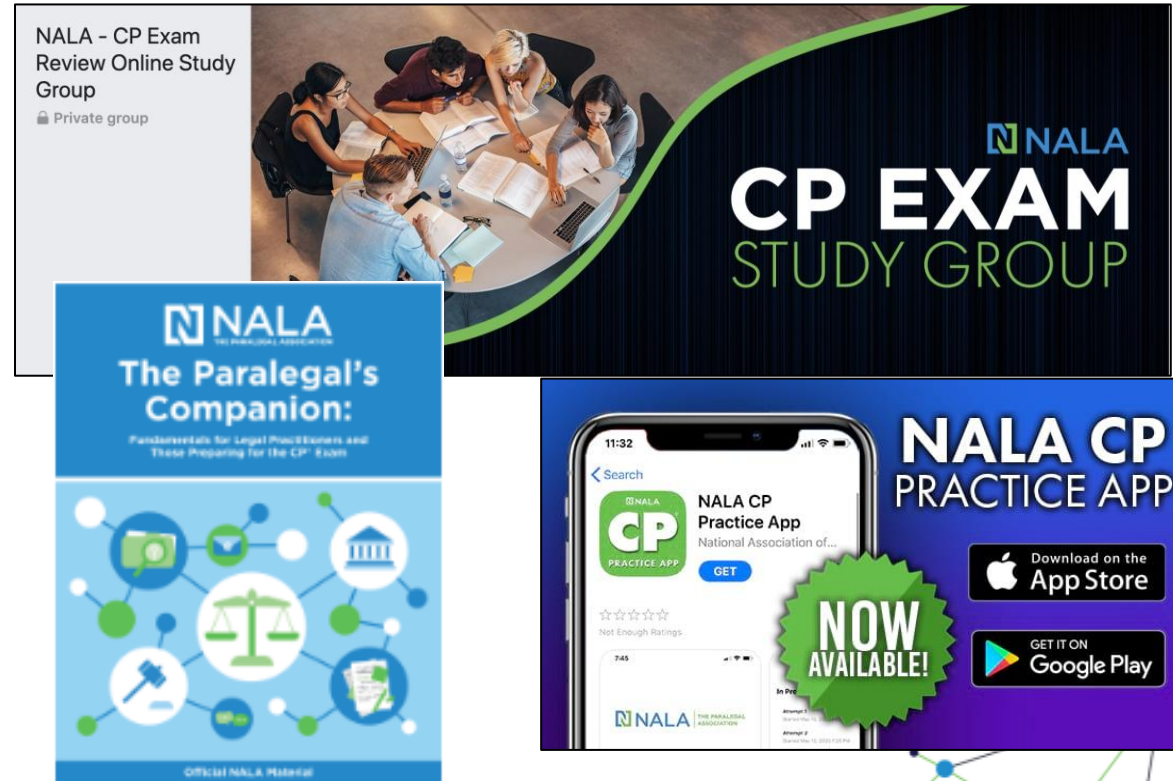


# ONLINE STUDY OPTIONS

We offer a variety of study 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 CERTIFICATION



Worldwide  
Recognition



Professional  
Development



Increased  
Salary



Digital  
Badge



Diversity,  
Equity, &  
Inclusion

# 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)

# 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.



# \$5 Student Membership

Student Members of Affiliated  
Associations - did you know you  
can become a NALA Student  
Member for \$5?



# 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](#)

[Paralegal  
Resource  
Navigator](#)

[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

