



# Professional Paralegal certification Examination Application

Please Check All That Apply

- FULL EXAM
- CURRENT PLS
- RETAKE

For the Examination to be Administered:

- First Saturday in March  
Application postmarked by January 1
- Last Saturday in September  
Application postmarked by August 1

NALS maintains a listing of testing sites across the United States. Please make a selection of a testing site from the list online at: [http://www.nals.org/?page\\_id=1179](http://www.nals.org/?page_id=1179) and indicate it here:

\_\_\_\_\_

- NALS Member: Number \_\_\_\_\_
- Nonmember

Social Security Number \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Initial \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

NALS may notify my employer when I successfully pass the Professional Paralegal examination.

- Yes
- No

If Yes, state the name and address of your employer. Include the Name and title of the person you want NALS to inform.

- Mr.
- Ms.
- Mrs.

Firm \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

YOU MUST MEET ONE OF THE FOLLOWING REQUIREMENTS TO SIT FOR THE PROFESSIONAL PARALEGAL EXAMINATION. PLEASE CHECK THE REQUIREMENT YOU MEET.

- I have a minimum of five years' experience performing paralegal duties
- I have a minimum of four years' experience performing paralegal duties and have attached a Request for Partial Waiver
- I have a minimum of three years' experience performing paralegal duties and have attached a Request for Partial Waiver

Employer Statement (retake applicants do not need to complete this section)

Please have your current employer (and previous employer(s) if applicable) complete the following sections. If the allotted space is not enough please attach the desired information to this application.

I swear that the above named applicant for certification as a Professional Paralegal has been/was employed by me in a capacity as defined by the ABA and adopted by NALS for \_\_\_\_\_ (years/months) in compliance with the eligibility requirements for this examination (definition is at the bottom of page 4).

Attorney Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 State & Bar Number: \_\_\_\_\_ Year Admitted to Bar: \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_

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 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Examination Fees: Full Exam**

- NALS Member \$200
- Nonmember \$250
- Late Fee \$35  
(for application postmarked after the deadline but received by January 11/August 11)

**Examination Fees: Current PLSs**

- NALS Member \$150
- Nonmember \$200
- Late Fee \$35  
(for application postmarked after the deadline but received by January 11/August 11)

**Examination Fees: Retake**

- NALS Member
  - Part 1-Written Communications \$50
  - Part 2-Legal Knowledge & Skills \$50
  - Part 3-Ethics & Judgment Skills \$50
  - Part 4-Substantive Law \$50
  - Retake all four parts \$200
- Nonmember
  - Part 1-Written Communications \$60
  - Part 2-Legal Knowledge & Skills \$60
  - Part 3-Ethics & Judgement Skills \$60
  - Part 4-Substantive Law \$60
  - Retake all four parts \$240
- Late Fee \$35  
(for application postmarked after the deadline but received by January 11/August 11)

**Transfer/Refund Policy**

If you are unable to sit for the examination at your chosen time, you may transfer to another examination date by paying a \$25 transfer fee and by making the request no later than two weeks prior to the test date.

If you are unable to sit for the examination at any time following submission of your application, the entire fee, less a 25% processing fee, may be refunded if requested 30 days or more before the scheduled examination date. If you are unable to sit for the examination after transferring to another examination date, no refund will be given nor will additional transfers be allowed.

Payment is due with the examination application; make all checks payable to NALS. Please write applicant's name on check.

**Credit Card Information**

Please charge my:

Visa       MasterCard       Discover

Account Number \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature (mandatory on all credit card orders)

Mail all applications with fees to:  
**Education & Certification Manager**  
 8159 East 41st Street  
 Tulsa, OK 74145  
 Fax to: 918-582-5907  
 E-Mail to: cert-edu@nals.org  
 Questions? Call: 918-582-5188

**THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY TO BE ACCEPTED**

I certify that I have read and understand the regulations concerning the Professional Paralegal examination, that the information supplied is correct, and that I am responsible for submitting information to keep my file current. NALS reserves the right to obtain verification of information provided in this application. I understand and agree that all examination materials, answers, and scores are the exclusive property of NALS. I agree that NALS may, in its discretion, release information about the test scores to researchers selected by NALS to study testing issues for the NALS certification programs under appropriate confidentiality requirements established by NALS. Aside from such research purposes, I have identified on this application those persons who may have access to my results. Submission of this application means the applicant is subject to the policies established by the NALS Certifying Board. Providing false information may result in my forfeiture of the right to sit for the PP exam or the revocation of my NALS PP designation upon successful completion of the examination.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Physically challenged applicants should submit a written request for special arrangements with this application.

*Legal Assistant / Paralegal Defined by the ABA and adopted by NALS:*

*A legal assistant/paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.*