Paralegal Core Competency Exam™

PCC EXAM

Handbook

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NATIONAL FEDERATION of PARALEGAL ASSOCIATIONS Inc.®

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Introduction

The National Federation of Paralegal Associations (NFPA)

Founded in 1974, the National Federation of Paralegal Associations (NFPA®) was the first national paralegal association. NFPA is an issue-driven, policy-oriented professional association directed by its membership. NFPA is dedicated to the advancement of the paralegal profession and leadership in the legal community. It is comprised of more than 50 member associations and represents over 10,000 individual paralegals throughout the United States and Canada. Members of NFPA have varying backgrounds, education and job responsibilities that reflect the diversity of the paralegal profession. NFPA promotes the growth, development, and recognition of the paralegal profession as an integral partner in the delivery of legal services.

In 1994, NFPA's membership voted overwhelmingly to develop an exam to test the competency level of experienced paralegals. The decision to develop an exam was based on the need to direct the future of the paralegal profession as well as in response to states that were considering regulation of the paralegal and needed a method to measure job competency. The resulting exam, the Paralegal Advanced Competency Exam (PACE®) was developed to measure a paralegal's knowledge of general paralegal practice, ethics, and technology.

In 2010, NFPA determined that in addition to testing the competency level of experienced paralegals, there was also a need to test core competencies in early-career and entry-level paralegals. Therefore, the Paralegal CORE Competency Exam™ (PCC Exam™) was developed and administered for the first time on June 11, 2011.

* NFPA, PACE Registered Paralegal, RP, PACE and the NFPA design logo are all Registered Trademarks/Service Marks of NFPA; PCC Exam, Paralegal CORE Competency Exam, CORE Registered Paralegal, CRP, PCCE and the PCC Exam design logo are Trademarks/Service Marks of NFPA.

Certification Overview

The CORE Registered Paralegal (CRP)

Candidates who pass the PCC Exam will receive a commemorative certificate from NFPA authorizing the use of the credential "CORE Registered Paralegal™" and the acronym "CRP™" after their name.

Benefits of Certification

The paralegal profession receives two major benefits from the PCC Exam:

1. a fair evaluation of the competencies of paralegals across practice areas; and
2. creation of a professional level of expertise by which all paralegals can be evaluated.

Sponsorship/Administration

The Paralegal CORE Competency Exam (PCC Exam) is sponsored by NFPA. To assist with the development of the exam, NFPA contracts with Professional Examination Service (PES), a testing organization with more than 60 years of experience in the development and administration of licensing and certification exams.

The first PCC Exam was offered in paper/pencil format only at 12 test sites in the U.S. on June 11, 2011. Starting this fall, all future administrations of the PCC Exam will be offered on computer at Prometric Test Centers (PTCs) throughout the United States and Canada. Prometric is a leading global provider of comprehensive testing and assessment services.

A Quick Reference Guide containing contact information for NFPA, PES, and Prometric is presented on the last page of this handbook.

Professional Membership

Professional membership in NFPA or any other association is not required to participate in the PCC Exam. While all paralegals are encouraged to take the PCC Exam, successful completion of the exam is not currently required by any state or bar association to be employed as a paralegal.

General NFPA Policies

Suspension and Revocation

The CRP credential can be suspended or revoked for any of the following reasons:

- failing to meet continuing education requirements,
- making false representations on the Candidate Application and supporting documents,
- cheating or other irregularities related to the administration of the PCC Exam, and/or
- failing to maintain the confidentiality of PCC Exam questions or answers.

For more detailed information on the NFPA's general policies regarding suspension and revocation, requests for exceptions, the appeal process, and arbitration, visit the NFPA website, www.paralegals.org.

Requests for Exceptions and the Appeal Process

Requests for exceptions to any of the policies stated in this Candidate Handbook must be in writing and should be addressed to:

Vice President and Director of Paralegal Certification
NFPA Headquarters
23607 Highway 99, Suite 2-C
Edmonds, WA 98026

Requests may also be submitted through NFPA headquarters by emailing info@paralegals.org.

Candidates who are not satisfied with the decision of the Vice President and Director of Paralegal Certification may request a review of the Request for Exception by the Paralegal Certification Standards Committee (PCSC) within 30 days from the date the Vice President and Director of Paralegal Certification renders an opinion. The PCSC's decision may be appealed to the Board of Directors of NFPA within 30 days from the date the PCSC renders a decision.

All communication with the Vice President and Director of Paralegal Certification that is intended as an official appeal must state that the communication (whether in writing or via email) constitutes a formal appeal of a decision.

The appeal should contain all evidence that the PCSC and or the NFPA Board needs for consideration. The NFPA Board will review the appeal at the next regularly scheduled Board of Directors meeting and respond, in writing, within 10 days of such meeting. Appellants do not have the right to appear in person, bring witnesses, or be represented by counsel.

If the Board of Directors upholds a denial of waiver or eligibility, the appellant has the right to submit a request for binding arbitration within 60 days of the date of the notice of denial of appeal. Requests for arbitration must be filed with the Seattle, Washington office of the American Arbitration Association pursuant to its Commercial Arbitration Rules, along with the appropriate fee, and sent to the following address:

American Arbitration Association
Convention Place
701 Pike Street, Suite 950
Seattle, WA 98101-4111
Telephone: 206-622-6435
Website: www.adr.org

Arbitration applications and rules may also be obtained at the address listed above.

Arbitration Clause

Any controversy or claim arising out of or relating to the PCC Exam application will be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. Any such arbitration will be conducted in Seattle, Washington, unless another place is selected by mutual agreement of the candidate and the NFPA President.

The arbitrator will be selected from a panel of persons having experience with and knowledge of the U.S. legal system.

The scope of arbitration shall be limited to whether the applicant is eligible to take the PCC Exam.

Exam Confidentiality

In order to protect and ensure the validity and confidentiality of the PCC Exam, all candidates are prohibited from discussing, sharing, or in any way disclosing the content of or information related to exam questions. The CRP credential may be suspended or revoked for such activity.

Audit of Information Submitted

A percentage of all applications for the PCC Exam are subject to random audit to verify that the information submitted is both accurate and truthful. However, NFPA reserves the right to audit any or all applications and relevant supporting documentation. Candidates randomly selected for audit will be required to provide all documentation supporting their particular eligibility status. Any candidate determined to be ineligible as a result of a random audit and who is found to have knowingly and intentionally misrepresented their eligibility to take the PCC Exam shall not be entitled to use the CORE Registered Paralegal credential even if said candidate successfully completed the exam. Further, the candidate shall be permanently prohibited from retaking the PCC Exam.

Candidates and certificants have the right to request the appeal process. Requests for an appeal should be submitted through NFPA headquarters by emailing info@paralegals.org. Additional information on the appeal process can be found on the NFPA website, www.paralegals.org.

Paralegal CORE Competency Exam (PCC Exam) Overview

Purpose of the PCC Exam

The PCC Exam is a newly developed exam designed to test core competencies primarily for early-career and entry-level paralegals. Its purposes are to:

- provide the groundwork for expanding paralegal roles and responsibilities;
- provide the public and legal community with a mechanism to gauge the core competencies of paralegals; and
- be used in states considering the regulation of paralegals.

Number of Questions

The PCC Exam contains a total of 125 multiple-choice questions with four choices. Candidates are allowed two and one-half (2½) hours to complete the exam. There are 110 scored questions and 15 unscored questions (pretest questions) that are randomly distributed throughout the test and not identified. The candidate's test score is based on the responses to the 110 scored questions. The 15 pretest questions are not counted in scoring and are used for statistical purposes only. Pretest questions are essential in building the bank of PCC Exam questions that are available for use on future exams. The use of pretest questions is a common practice in the certification arena.

Basis for Exam Content

The PCC Exam is based on the results of a Role Delineation Study (RDS), also called a Practice Analysis or Job Analysis. NFPA contracted with PES to conduct the RDS. An independent task force of paralegals, paralegal educators, attorneys, and members of the public participated in the study, from the preparation of the initial RDS for paralegals through the creation of the exam and ongoing revisions.

This type of study is conducted approximately every five years to ensure that exam content remains relevant and current to practice.

Exam Standards

NFPA is committed to offering a fair, valid and reliable exam. A fair exam is one that is not biased for or against any group of paralegals with respect to ethnic background, geographic locale or any other demographic characteristics. A valid exam accurately reflects the knowledge and skills required for competent practice. All questions appearing on the exam have been validated using accepted psychometric rating scales. The RDS further enhances the exam's validity. Reliability means the exam is consistent in its measurement of the knowledge and skills required for competent practice. Each scored exam question is inspected annually for reliability, fairness, and validity. Each scored exam question has been verified for accuracy and referenced to a widely available and reputable source. Exam questions for the PCC Exam are developed by

practicing paralegals and other content specialists under the guidance of testing specialists from PES.

Test Specifications

The test specifications (blueprint) for the PCC Exam were derived from the RDS. Two major areas (domains) of practice were outlined in the RDS. The percentage of questions in each domain is presented below:

Domain	% of Questions
Paralegal Practice	52%
Substantive Areas of Law	48%

A complete list of the PCC Exam test specifications can be found in Appendix A.

Studying for the Exam

Exam Preparation

Candidates should prepare thoroughly prior to taking the PCC Exam. To help prepare for the exam, candidates should review the test blueprint and recommended study references.

Test Blueprint

The percentage of test questions asked in each domain is presented in the section on Test Specifications. A complete outline of the test specifications that includes the tasks performed in each domain can be found in Appendix A.

After carefully reviewing the test blueprint and identifying individual learning needs, exam candidates should identify additional references and study opportunities as necessary.

Study References

Suggested reference sources for the PCC Exam can be found in Appendix B. This is not an all-inclusive list and the materials listed should not be considered the only possible study guides for the exam.

Additionally, a PCC Exam Study Manual is available for purchase through the NFPA website. The cost is $75 plus shipping and handling.

Eligibility Requirements

To be eligible to take the PCC Exam, candidates must meet the education and work experience requirements listed below. Eligibility requirements for the exam can also be found at http://www.paralegals.org.

Work Experience and Education Requirements

Candidates must meet one of the following education and/or work experience requirements in order to be eligible to take the PCC Exam.
Note: Candidates must meet the eligibility criteria at the time they apply for the exam and must attest to this fact when submitting their application.

- A bachelor's degree in any subject, a paralegal certificate, no experience or continuing legal education (CLE); OR

- A bachelor's degree in paralegal studies, no experience or CLE; OR

- A bachelor's degree in any subject, no paralegal certificate, 6 months of experience and 1 hour of ethics taken in the year preceding the exam application date; OR

- An associate's degree in paralegal studies, no experience or CLE; OR

- An associate's degree in any subject, a paralegal certificate, no experience or CLE; OR

- An associate's degree in any subject, no paralegal certificate, 1 year of experience and 6 hours of CLE, including 1 hour of ethics taken in the year preceding the exam application date; OR

- Active duty, retired or former military personnel qualified in a military operation specialty as a paralegal and 1.0 hour of Ethics CLE within the year preceding the exam application; OR

- Candidates who are within two months of graduating and registered for the PCC Exam by a Director of a paralegal studies program participating in the PCCE Assurance of Learning (AoL) Program at the Partner level; OR

- A paralegal certificate from a program that meets or exceeds the requirements set forth in NFPA's Short Term Paralegal Program Position Statement (see **Appendix F** for a copy of the position statement), 1 year of experience and 6 hours of CLE, including 1 hour of ethics taken in the year preceding the exam application date; OR

- A high school diploma or GED, 5 years of experience and 12 hours of CLE, including 1 hour of ethics taken in the 2 years preceding the exam application date.

Degrees obtained outside the United States must be evaluated by a professional evaluator for their equivalence to United States degrees. Paralegal certificates obtained outside the United States must be evaluated by the Paralegal Certification Standards Committee.

To determine whether an educational program is institutionally accredited, see the listing of recognized accrediting agencies in Appendix C.

Character and Fitness Requirements

Candidates applying for the PCC Exam may be disqualified for any one of the following reasons:

1. Conviction of a felony or comparable crime as defined by an individual state that does not have a felony designation; OR

2. Currently under suspension, termination, or revocation of a certificate, registration, or license to practice by a professional organization, court, disciplinary board or agency in any jurisdiction.

Applying for the PCC Exam

The PCC Exam is a computer based exam offered only at Prometric Test Centers (PTCs) throughout the United States and Canada. PCC Exam candidates can take the exam at any PTC in the U.S. or Canada. A current list of PTCs is available online at http://www.prometric.com/nfpa.

90 Day Testing Period

Once your application has been processed, you will receive notification from PES advising you that you are eligible to take the PCC Exam. You have 90 days from the date on the notification letter to take the PCC Exam at your choice of Prometric Test Centers.

Submitting an Application

To submit an application, go to the NFPA website, www.paralegals.org, and follow the link to apply for the PCC Exam.

To access the application, candidates will need to log in by providing an email address (username) and password. If you do not have an email address, you can obtain a free email address through Internet sites such as gmail.com, yahoo.com, hotmail.com, etc. **Make sure that you enter your email address accurately when you submit your application since this address will be used to send confirmation and other correspondence related to the exam.** Candidates will create a user profile that includes their personal and contact information. **Note: The name you use on your application must match the name that appears on the ID you will use as proof of identity to take the exam.** Therefore, when you apply for the exam, please make sure to enter your name exactly as it is appears on your current, government-issued photo ID.

Candidates can only have one open application at a time. To complete the application, candidates will need to indicate their eligibility route, the education (both school and level) they received, their application status (first-time or retake) and whether they are requesting special testing accommodations. In addition, candidates will need to indicate their agreement to a certifying statement before the application can proceed. Finally, payment must be made by credit card (Visa, MasterCard, Discover, or American Express) at the time of application.

Once an application has been submitted, no changes other than contact information (address changes) can be made.

Special Testing Accommodation Requests

To comply with the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act, special testing accommodations will be considered for individuals with disabilities recognized by the ADA. Candidates who require special accommodations must indicate this when they submit their application. Candidates must specify the specific accommodation(s) that will be needed and must also submit the Special Testing Accommodation Request form found in

Appendix D. This form must be completed by a suitably licensed professional. The nature of the disability, identification of the methods used to confirm the diagnosis, a description of past testing accommodations made for the disability, if applicable, and the specific testing accommodation(s) requested must be included. Candidates must email or fax the Special Testing Accommodation Request form to PES so that it is received within five (5) business days of submitting their application. Requests received after the deadline will not be processed.

With respect to testing accommodations, NFPA and PES will only communicate with the candidate, professionals knowledgeable about the candidate's disability, and the candidate's authorized representative (if applicable).

Candidates who do not provide the required information by the deadline or whose special accommodations were denied have the option to take the exam without the accommodation(s). Candidates who elect not to take the exam will forfeit their exam fee.

Exam Fee

The PCC Exam fee is $215 and must be paid at the time the application is submitted.

The exam fee is non-refundable except in the event of a medical or personal emergency. See the section on Medical/Personal Emergencies for more information.

Payment Methods

The exam fee is due at the time of application submission. Candidates can pay for the exam by using one of the following credit cards: Visa, MasterCard, Discover, or American Express. No other forms of payment will be accepted.

Application Confirmation and Receipt

Candidates who successfully submit an application will receive a confirmation page. **Review the confirmation page carefully to make sure the information you entered is accurate and print a copy of the page for your records.** If necessary, you can go back into your application to correct any errors.

Candidates who successfully submit an application will also receive an email confirmation within 24 hours indicating that they have paid for the exam. If you do not receive the confirmation page or email confirmation when you submit your application, please contact PES Customer Service toll free at 1-855-754-7288.

Authorization to Test Letter

Once eligibility has been verified by PES and Prometric has confirmed receipt of a candidate's testing information, an Authorization to Test (ATT) letter will be sent by PES via email to all eligible candidates. The ATT letter will provide information on how to schedule, reschedule and cancel an appointment with Prometric. Candidates who apply without requesting special accommodations should receive their ATT letter within 24 hours of application submission. Candidates who apply and request special accommodations should receive their ATT within 24 hours of receipt of their special accommodation documentation. If you have not received an ATT letter within this timeframe, contact PES Customer Service by phone at 1-855-754-7288 or by email at nfpaexams@proexam.org. The ATT letter also serves as a receipt of payment for the exam. Candidates can access the ATT letter online by logging back into their application. They will need to enter the email address and password they used when they initially applied, and can then follow the instructions to view, print, or get an email copy of their ATT letter.

After Applying for the PCC Exam

Scheduling an Exam Appointment with Prometric

As soon as you have received your ATT letter from PES, you may contact Prometric to schedule a time to take the exam. The ATT letter will contain a toll-free telephone number for contacting Prometric as well as a website address where you can schedule your exam online.

You must schedule your appointment and test within 90 days of the date printed on your ATT letter. Failure to do so will result in forfeiture of your exam fee. If an emergency situation arises that prevents you from taking the exam, contact PES Customer Service toll free at 1-855-754-7288 or via email at nfpaexams@proexam.org. See the section on Medical/Personal Emergencies for more information.

Exam appointments may be scheduled with Prometric online or by phone. When scheduling an appointment, the following information will be required:

- your name exactly as it is printed on the ATT letter,
- your PCC Exam ID number as it is listed at the top of the ATT letter,
- your primary telephone number,
- the name of the exam sponsor (NFPA) and the exam you are taking (PCC Exam), and
- your email address, if scheduling online.

Online scheduling is encouraged because it is faster and more efficient. Candidates who schedule online will receive an email confirming their exam appointment and their confirmation number. To schedule online, go to www.Prometric.com/nfpa and click on "Schedule a Test."

Exam appointments can also be scheduled by phone Monday through Friday, 8:00 a.m. to 8:00 p.m., Eastern Standard Time. To schedule by phone, call Prometric at 1-800-699-4975. Candidates who schedule by phone will **not** receive written confirmation of their appointment unless they have provided an email address, so it is imperative to note the appointment details and appointment confirmation number.

Candidates are strongly encouraged to use the Prometric website to schedule their appointment since they will be able to select from a variety of options at their convenience.

Note: Candidates who have been approved for special testing accommodations must schedule their appointment by telephone by calling Prometric's Special Accommodations Customer Service Call Center at 1-800-967-1139.

Whether you schedule your appointment online or by phone, make sure to retain your appointment confirmation number. This number differs from your PCC Exam ID number and is required to confirm, reschedule, or cancel an appointment with Prometric. It is highly recommended that candidates confirm their exam appointment within 48 hours of making it. Appointments can be confirmed online at www.Prometric.com/nfpa. The appointment confirmation number will be required in order to do so.

Note: All scheduling, rescheduling, and cancellation of exam appointments must be made through Prometric, not PES. If you experience problems trying to schedule an appointment with Prometric, (e.g., your PCC Exam ID number cannot be found in the Prometric system), contact PES Customer Service at 1-855-754-7288 (toll free) or 212-367-4372 for assistance.

Schedule an Exam Appointment Early

It is highly recommended that candidates schedule their exam appointment as soon as they receive their ATT letter. Candidates who attempt to schedule an appointment toward the end of their 90 day testing period may not be able to test at a time and PTC of their choice.

Prometric Test Center (PTC) Locations

Prometric currently has more than 250 test centers throughout the United States and Canada. Before scheduling your appointment, be sure to visit the Prometric website (www.prometric.com/nfpa) to determine the PTC closest to you. Most PTCs are open Monday through Saturday. Prometric reserves the right to change test center locations as necessary. If Prometric needs to change or cancel your exam appointment, you will be contacted by Prometric directly.

Candidates are strongly advised to physically locate the PTC prior to their test date to make sure they can find the test center and are aware of transportation and parking requirements. Driving directions can be obtained through www.prometric.com. The most up-to-date list of PTCs is available online at www.Prometric.com/nfpa.

Updating Contact Information

It is important to make corrections or notify PES of any name or address change as soon as possible for the following reasons:

1. if the name on your unexpired government-issued ID does not match the name on your ATT letter, you may be denied admission to the PTC,
2. your score report and certificate may not display your name properly, and
3. your score report and/or certificate may get lost in the mail since this information will be used to mail these items.

Name Changes:

To correct minor changes in your name (e.g., incorrect middle initial, missing hyphen, misspelling) as printed on your email acknowledgement or ATT letter, email PES Customer Service at nfpaexams@proexam.org and provide them with the correction(s) at least ten (10) business days before your exam appointment. For security reasons, name changes cannot be made online after the application has been submitted.

To change your name because of a legal name change (e.g., marriage, divorce), you must submit the original documentation with embossed (raised) seal to PES by mail so that it is received at least ten (10) business days before your scheduled exam appointment. If you are unable to submit the documentation within this timeframe, please contact PES Customer Service at 1-855-754-7288 (toll free) or 212-367-4372 for assistance.

When submitting a name change, make sure that you have an unexpired government-issued ID that matches the requested name. When appearing for the exam appointment, candidates without a valid, unexpired ID will not be admitted to take the exam and will forfeit their exam fee.

Address Changes:

If your address changes at any time before, during, or after your 90 day testing period and you have not yet received your score report and certificate, notify PES immediately since score reports and certificates are mailed to the address listed on your application. You can update address information in your application by going to NFPA's website, www.paralegals.org, and following the link to apply for the PCC Exam. You will need to log into your application by entering the email address and password you used when you initially submitted your application in order to make an address change.

Rescheduling your Exam Appointment

Candidates can reschedule an exam appointment as often as they like within the 90 day testing period. Test center seats fill up quickly so it is advisable to reschedule your appointment as soon as possible.

As of January 13, 2013, you will be required to pay a rescheduling/cancellation fee if you cancel or reschedule your testing appointment less than 31 days before your scheduled test date. If you reschedule or cancel during the 3-30 day period before the scheduled test day, the fee will be $62.50 per reschedule/cancellation. If you reschedule or cancel less than 3 days before the scheduled test date, the full candidate testing fee will be charged. You must reschedule by midnight Eastern Standard Time (EST) at least two (2) calendars days prior to your appointment to avoid paying the full candidate testing fee. This fee will be assessed online if you reschedule or cancel online at www.Prometric.com/NFPA, or by Prometric customer service if you cancel over the phone. If a timely cancellation is made, you will be permitted to reschedule the examination date **within the same 90-day window following your confirmation notice.**

Candidates who do not reschedule an appointment within this timeframe and/or who do not appear to take the exam will be considered no-show candidates and will forfeit their exam fee. Candidates who attempt to reschedule their appointment toward the end of the 90 day testing period cannot be guaranteed that a seat will be available and risk forfeiting their exam fee. To reschedule an appointment, contact Prometric at www.prometric.com/nfpa or call 1-800-699-4975.

Changing your Test Center Location

Candidates can change their test center location; however, doing so will cancel their previously scheduled appointment. Test center changes must be made at least three (3) business days before your schedule appointment date. Candidates who do not change the test center location within this timeframe and/or who do not appear to take the exam will be considered no-show candidates and will forfeit their exam fee. Candidates who attempt to change their test center toward the end of the 90 day testing period may not be able to reschedule at a time and test center of their choice. To change test centers, contact Prometric at www.prometric.com/nfpa or call 1-800-699-4975.

Exam Cancellation (Withdrawal)

Candidates are strongly encouraged to make sure that they are eligible and intend to take the exam **before** submitting an application since candidates who cancel their exam and do not reschedule or do not appear for their scheduled appointment will forfeit their exam fee. No refunds will be issued to candidates who cancel and do not reschedule their appointment or to candidates who do not show up to take their exam.

No-Shows

Candidates who do not appear for their scheduled exam appointment or arrive late will be considered no-shows and will forfeit their exam fee. If a sudden or unforeseen emergency occurs on the day of the exam or prevents you from rescheduling your appointment within the required timeframe, contact PES Customer Service toll free at 1-855-754-7288 or via email at nfpaexams@proexam.org. See the section on Medical/Personal Emergencies for more information.

Candidates who do not schedule an appointment and test within their 90-day testing period will be considered no-shows and will forfeit their exam fee. Therefore, candidates are advised to make sure that they will be able to test within the 90 days of the date they submit an application.

Medical/Personal Emergencies

The exam fee is non-refundable. However, in the event of a medical or personal emergency (e.g., personal illness, illness or death of immediate family member, traffic accident, etc.), you may be considered for a partial refund. If you have a medical or personal emergency on the day of the exam or an emergency that prevents you from rescheduling your appointment within the required timeframe, contact PES Customer Service as soon as possible, but no later than five (5)

business days after your scheduled test date at 1-855-754-7288 or via email at nfpaexams@proexam.org.

You will be required to submit appropriate documentation to PES, such as a letter from a physician, death certificate or notice, etc. so that it is received within five (5) business days of the date you notified PES about the emergency, as noted in the previous paragraph. All documentation will be forwarded to NFPA for approval and if approved, a partial refund (that excludes the cost for processing the application and reserving a seat at the test center) will be issued to the credit card that was used when you submitted your application.

On Exam Day

Presenting Proof of Identity

All candidates must provide positive proof of identity by presenting two forms of identification. One of these must be an unexpired government-issued photo ID with a signature. Examples of government-issued IDs are a driver's license with a photograph, a military photo ID, or a passport. The name on the ID must match the name used on the application and the ATT letter and the photo must validate the candidate's identity. A school ID or an employee ID are acceptable as secondary forms of identification provided the name, signature, and/or photo on the ID matches the government-issued ID.

Candidates who arrive at the test center without the required identification will not be allowed to test and will forfeit their exam fee.

Hyphenated Names/Middle Name vs. Middle Initial

Candidates with hyphenated last names whose photo IDs show only one of the last names may be admitted if the single name matches part of the hyphenated name and the signature and photograph clearly match. Candidates whose middle names are spelled out on their ID but are listed with an initial on the application may be admitted as long as the initial matches the first letter of the middle name and the signature and photograph clearly match. This also applies to candidates who use their middle name instead of their first name on their application but their ID displays their first, middle, and last names.

Prometric Test Center Rules

The following rules are enforced at all Prometric test centers to ensure a fair and consistent test experience for all candidates:

- All candidates must arrive at the testing center at least 30 minutes before their scheduled reporting time.
- All candidates must present positive proof of identity as described above in order to be admitted to the test center.
- Admittance to the testing center is by appointment only. Candidates must be present at the time and location of their appointment to be admitted.
- No test materials, documents, or memoranda of any sort may be taken into or from the test room.
- Smoking is prohibited.
- Candidates may not ask test center proctors or any other individuals' questions about exam content.
- All exam administrations are monitored and may be recorded in both audio and video format.
- No breaks are scheduled during the exam. Candidates who have to leave the testing room to take a break (e.g., to use the restroom) will not be given extra time on the exam. To re-

enter the testing room, candidates must sign-in and present their identification documents again.

- Candidates may not leave the test center while the exam is in progress.
- None of the following items, including but not limited to food, drinks, purses, briefcases, notebooks, calculators, pagers, cellular telephones, recording devices, and photography equipment are allowed in the testing room.
- It is expressly prohibited to disclose, publish, reproduce, or transmit any part of the exam in any form, by any means, verbal or written, for any purpose without the express written permission of the certifying organization. Violation will result in civil and/or criminal prosecution.
- Religious headwear may be worn into the testing room; however, it may be subject to inspection by a test center administrator before entry in the testing room is permitted.
- Candidates are expected to behave in a civil manner when on the premises of the test center. Exhibiting loud and/or abusive behavior toward the test center staff or other test candidates may result in forfeiture of your exam fee and/or criminal prosecution.
- Any request to bring medical equipment of any kind, or food (if a candidate is diabetic or subject to hypoglycemia) into the test center must be made when applying for the exam using the Special Testing Accommodations form (see Appendix D) as described in this Handbook. **If this request is not made as described in this Handbook, candidates will not receive the accommodation at the test center and the candidate may not be able to test. In this instance, the exam fee will be forfeited.**

Please remember that other exams are being administered at the same time that you are taking your exam so you may hear typing on keyboards for an essay exam, coughing, and/or people entering and leaving the testing room. It is impossible to provide a completely noise-free testing environment. The Prometric Test Centers allow candidates to bring small earplugs that can be inserted inside the ear. Candidates are not allowed to bring in headsets or headphones. Earplugs and glasses are subject to inspection by the test center administrator before entry into the testing room is permitted.

Candidates may be dismissed from the test and/or scores may be cancelled for any of the following reasons, including but not limited to:

- failure to provide positive proof of identity and/or signature identification;
- not following testing directions and procedures;
- using unauthorized aids;
- creating a disturbance or giving or receiving help on the exam;
- attempting to remove test materials or notes from the exam room;
- impersonating another candidate;
- failure to provide appropriate payment for the exam.

NFPA and PES reserve the right to cancel any test score believed to be obtained in a questionable manner.

Inclement Weather/Local or National Emergencies

In the event of inclement weather or a local or national emergency, please contact Prometric at the number provided in your ATT letter or go to www.prometric.com/sitestatus to determine the appointment status. If the center is open, candidates are expected to arrive for their appointments or forfeit their exam fee. If the center is closed and appointments are cancelled, candidates should wait two (2) business days before calling to reschedule their appointments.

Taking an Exam by Computer

A brief tutorial will be provided prior to the start of the exam to instruct candidates on how to mark and unmark answers, how to navigate through the exam, etc. A clock that counts down the time remaining on the exam will appear on the screen throughout the entire testing session. When taking the exam, you can skip questions, change your answers to questions, and mark questions for review so that you can come back to them later. Each question on the PCC Exam is a multiple-choice question that lists four choices, only one of which is the correct or best answer. You should read the entire question and all four choices before marking your answer. There is no penalty for guessing, so candidates should answer all the questions, if possible. You should answer the easy questions first and mark the more difficult ones to return to later. At the end of the exam, there are optional survey questions regarding the test-taking experience which candidates are encouraged to answer. Responses to the survey are confidential and will not affect your score on the exam

After Taking the Exam

Receiving Exam Scores

Prior to leaving the test center, candidates will receive a preliminary score report. These results are unofficial. Official score reports are generated by PES quarterly in accordance with the schedule provided below to provide statistical information for analysis by the Vice President and Director of Paralegal Certification and to confirm the preliminary exam results. In addition to a score report, passing candidates will receive a commemorative certificate from NFPA, approximately six to eight weeks after the official score report The official score report and a certificate (if applicable) will be sent to the mailing address provided in your application, so make sure that you update your address if it has changed. Under no circumstances will scores or pass/fail information be released over the phone, via email or Internet, or by fax.

PCC Exam Scoring Run Dates	
Date Candidate Tested	Scores Mailed from PES
January 1 – March 31	April 11
April 1 – June 30	July 11
July 1 – September 30	October 11
October 1 – December 31	January 11

NOTE: The scores are run the day following the last day of test period, e.g., for the January 1 – March 31, the scores will be run on April 1st.

The score report provides the scale score in each domain and the total scale score and indicates whether the candidate passed or failed the exam. In order to pass the exam, candidates must obtain a total scale score of 550 or higher. See the following section on Scoring of Exams for more information. Due to the need to maintain test security, exam questions and answers will not be released to candidates.

Scoring of Exams

Scale scores are used when scoring the PCC Exam. The scale score range for the PCC Exam is 300 to 700, with 550 set as the passing point. Different scales are often used to transform and report scores on an exam – these are commonly called scale scores. The reason for using scale scores instead of raw scores (the number of questions answered correctly) is to make scoring comparable from one exam form to the next.

Although all exam forms are based on the same test blueprint and are carefully constructed to have similar difficulty levels, slight differences in difficulty are unavoidable. To ensure that candidates who take an easier or more difficult form of the exam do not have an advantage or disadvantage, a statistical process called equating is used to adjust for the difficulty level of the form. For example, candidates who take a more difficult form may need to answer fewer questions correctly in order to pass whereas candidates who take an easier form may need to answer more questions correctly to pass the exam. Although the raw score passing point may

change to account for the difficulty of the form, the scale score passing point is always set at the same point on the scale, i.e., 550. Since raw scores usually differ slightly from one form to the next, many certifying bodies use scale scores so that the passing point can be provided to candidates prior to the exam.

Setting the Passing Point

The passing point for the PCC Exam was determined by a passing point study using the modified-Angoff method. The Angoff method is a commonly used criterion-referenced passing point methodology in the credentialing industry. For each exam, a panel of NFPA content experts independently rated each question on the exam in terms of how many of the just barely qualified candidates will answer each question correctly. These ratings were then used to determine the passing point by averaging the panel's ratings for each question and summing the averages across panel members.

Retaking the Exam

NFPA does not limit the number of times a candidate may retake the PCC Exam. However, candidates must wait at least six (6) months from the date they failed the exam before reapplying. The exam fee and application procedures for candidates retaking the exam are the same as those for first-time candidates.

Requesting a Duplicate Score Report and/or Certificate

Candidates can obtain a duplicate copy of their official score report and a duplicate copy of their commemorative certificate. The fee for each document is $10. Contact NFPA at info@paralegals.org for instructions on how to submit a request.

Recertification

Maintaining the CRP Credential

Maintaining an active certification status through recertification is the way in which certified professionals demonstrate to the public that they have current and up-to-date knowledge and experience. Candidates can recertify by satisfying the recertification requirements listed below.

To maintain your PCC Exam Certified Registered Paralegal (CRP) credential, you must obtain eight (8) hours of continuing legal education ("CLE") in a legal or specialty field every two (2) years from the date the exam was successfully passed. At least one (1) hour of the 8 required CLE hours must be in legal ethics. CLE hours may be obtained through pro bono work, teaching/lecturing on substantive legal topics, authoring and publishing substantive legal articles and self-study within established guidelines. See the links about a CRP's CLE requirement at www.paralegals.org.

The deadline for submitting proof that you have obtained the required CLE credits is every two years on the anniversary of the date you took the exam. You should plan on submitting your renewal statement and CLE evidence approximately 60 days prior to the anniversary date of your exam. NFPA will send you a reminder email before your deadline, but obtaining the required 8 CLE credits and **submitting your Renewal Affidavit with the required supporting documentation on time is your responsibility.** CRPs have an obligation to notify NFPA if they move so that accurate contact information can be maintained. Failure to receive a reminder email from NFPA is not an excuse – calendaring this important date is the responsibility of every CRP.

Evidence of meeting the continuing education requirements must be submitted with the PCC Exam Registration Statement and Affidavit of Continuing Education. A copy of the Registration Statement and Affidavit of Continuing Education is located in Appendix E. The process to renew your credential is handled totally online and can be located under Paralegal Education and Certification and then Maintaining Your Credential. Proof of continuing education must be submitted for seminars. Seminars that have not been approved by NFPA, a bar association, or other NFPA-approved provider must be submitted and approved by the NFPA CLE Coordinator first, together with a fee of $10.

Your CRP Renewal containing your Affidavit and supporting documentation as well as a letter from the CLE Coordinator verifying your CLE, if necessary, must all be submitted at one time to NFPA with the $25 registration fee. An additional fee of $25 will be required to request an extension of up to 60 days or assessed as a late fee if the recertification is not received prior to the deadline. Questions about renewing your CRP status should be directed to the PCC Exam Coordinator for Renewals or you can simply email info@paralegals.org with your question.

Appendix A

Test Specifications for the NFPA Paralegal CORE Competency Exam (PCC Exam)

	% of Exam
Domain 01: Paralegal Practice	**52%**

Paralegal Profession

- Role of paralegal in legal profession
- National paralegal associations
- Paralegal regulation (licensing and certification)

Ethics and Professional Practice

- Advertising and solicitation
- Confidentiality
- Conflicts of interest
- Communication of paralegal role to clients and to other legal professionals
- Fees and client funds, fiduciary responsibility
- NFPA code of ethics
- Privilege
- Rules of Professional Conduct, Rules of Responsibility, Rules of Ethical Conduct
- Unauthorized practice of law

U.S. Legal System

- Terminology related to legal and court systems
- Administrative law
- Branches of government (executive, legislative, judicial)
- Case law
- Codes (U.S. and state statutes as opposed to common law)
- Constitutional law
- Court personnel
- Court rules
- Court systems (including federal court system, state court systems, and appellate systems, jury versus bench trial)
- Criminal versus civil law

Legal Research

- Primary Sources (including mandatory and persuasive)
- Secondary Sources
- Case Law
- Statutory law (US and state statutes as opposed to common law)
- Computer-Assisted Legal Research
  - Proprietary programs (developing queries)
    - Lexis (including defining search terms and Shepard's)
    - Westlaw (including defining search terms and Keycite)
  - Free or less expensive internet sources
  - Nexis and other non-legal internet sources
- U.S. and State reporters, state codified laws and rules, digests, legislative records, administrative publications
- Law review and journal databases
- Manual (hardbound) legal research

Legal Writing and Critical Analysis

- Written communication basics
  - Grammar, punctuation, spelling
  - Format, captioning, and parts of pleadings
  - Citation (including Blue Book and Association of Legal Writing Directors Citation Manual [ALWD])
- Critical analysis basics
  - Identify audience
  - Identify issues
  - Identify primary and secondary legal authority
  - Identify rules
  - Apply rules to fact pattern to solve problem
  - IRAC method of case analysis
- Legal writing products
  - Types of pleadings (e.g., complaints, answers and other responsive pleadings, forms)
  - Persuasive writing (e.g., briefs in support of summary judgment, motions to suppress, briefs in support of motions)
  - Discovery requests and responses
  - Memoranda of law

Case briefing

Settlements

Forms – locate and utilize

Client communications

Appellate briefing

Communication

Effective communication techniques

Electronic communication (e.g., email, social media, text messages)

Fact finding

Interviewing, including evaluating responses

Written correspondence

Law Office Management and Legal Technology

Case management systems

Conflict checks

Database management systems (e.g., elements, fields, relational operations)

Docketing and calendar control

Electronic discovery

Electronic filing

Litigation support systems

Office management tools

Retainer and fee arrangements

Spreadsheets

Timekeeping and billing

Word processing software

Civil Litigation

Terminology related to civil litigation

Filing – initial case, for appeal, jurisdiction/venue

Parties

Discovery (e.g., depositions, interrogatories, requests for production, third-party discovery, request for admissions, e-discovery)

Document production and control

Process service

Third party actions

Entering and enforcing a judgment

Appellate process and procedure

Trial Practice

Pre-trial preparation (e.g., motions in limine, direct and cross examination, checklists/notebooks, opening and closing statements)

Exhibits/presentations

Witnesses/experts

Jury selection

Federal Rules of Civil Procedure

Federal Rules of Evidence

	% of Exam
Domain 02: Substantive Areas of Law	**48%**

Business Organizations

Terminology related to business organizations and corporate law

Type of entity (e.g., corporation, partnership, LLC, sole proprietorship, S Corporation)

Entity formation and dissolution

Registering as a foreign corporation/entity (inter-state)

Governance (e.g., maintaining and filing annual reports, minutes, and resolutions, maintaining corporate trail)

Contracts

Terminology related to contacts

Elements of a valid, enforceable contract (i.e., offer and acceptance, consideration)

Defenses (e.g., fraud, intent, statute of fraud, duress, impossibility, mistake)

Discharge of obligations

Remedies (e.g., specific performance, mitigation, expectation damages, liquidated damages, restitution, reformation)

UCC (specific Titles, including I, II, III, IX)

Criminal

Terminology related to criminal law and procedure

Classifications of criminal conduct-- property, persons, morality, public order

Defenses

Constitutional rights

Elements of a crime

Evidence

Stages of criminal procedure (e.g., charging document, arraignment, pre-trial motions, plea agreements)

Sources of criminal law (common law, statutory law, penal code, constitutional

limitations)

Appeals procedures

Trial Practice

Pre-trial preparation (e.g., direct and cross examination, opening and closing statements, witnesses/experts, exhibits, discovery)

Elements of a jury trial

Voir dire/jury selection

Estates, Wills and Trusts

Terminology related to estates, wills, trusts, and probate

Guardianship

Incapacity

Intestate succession

Living wills, healthcare proxies, durable power of attorney

Probate

Trusts

Wills (including validity, testamentary capacity, revocation)

Family

Terminology related to family law

Adoption

Alimony/spousal support/maintenance

Custody and visitation

Child support

Division of property

Divorce/annulment/separation

Prenuptial and postnuptial agreements

Paternity

Alternative Dispute Resolution (e.g., mediation, collaborative)

Real Estate

Terminology related to real estate law

Closing

Deeds

Easements and covenants

Financing, mortgages, promissory notes, foreclosure

Landlord-tenant

Liens

Ownership types

Regulations and zoning

Rental and leases

Surveys

Title search

Types of transfers

Torts

Terminology related to torts

Elements of negligence (e.g., duty of care, breach of duty, causation, damages)

Types of Torts

Negligence

Intentional

Strict

Defenses (e.g., contributory, comparative negligence, assumption of risk)

Effects of insurance

Remedies

Damages

- Economic damages (e.g., medical bills, loss of earning capacity)
- Non-economic damages (e.g., mental anguish, disfigurement)
- Punitive damages

Injunctions

Appendix B

Suggested Reference Sources for the NFPA Paralegal CORE Competency Exam (PCC Exam)

General Texts

Bouchoux, D., A Practical Introduction to Paralegal Studies, Aspen, 2009.

Carper, D., McKinsey, J., and West, B., Understanding the Law, 5th Edition, Thomson West, 2008.

Eimermann, Thomas E., Currier, Katherine A., Introduction to Law for Paralegals: A Critical Thinking Approach, 4th Edition, Aspen.

Eimermann, Thomas E., Currier, Katherine A., Introduction to Paralegal Studies: A Critical Thinking Approach, 4th Edition, Aspen.

Goldman and Cheeseman, The Paralegal Professional, 3rd Edition, Pearson-Prentice Hall.

Hart, W. and Blanchard, R.D., Litigation and Trial Practice, Thomson Delmar Learning, 2007.

Hughes, R., .Surviving and Thriving In the Law Office, Thomson, 2005.

Maerowitz and Mauet, Fundamentals of Litigation for Paralegals, 6th Edition, Aspen.

PACE Study Manual, 6th Edition, 2011.

Roper, B., Practical Law Office Management, 3rd Edition, Thomson West, 2007.

Statsky, William, Introduction to Paralegalism: Perspectives, Problems and Skills, 7th edition.

Ethics Texts

ABA Model Guidelines for the Utilization of Paralegal Services.

Cannon, T, Concise Guide to Paralegal Ethics, 2nd Edition, Aspen, 2006.

Cannon, Ethics and Professional Responsibility, 5th Edition, Aspen.

Kauffman, K., Legal Ethics, Thomson, 2004.

NFPA Model Code of Ethics and Professional Responsibility and Guidelines for Enforcement.

Orlik, Ethics for the Legal Professional, 7th Edition, Pearson-Prentice Hall.

Legal Research and Writing Texts

Bouchoux, Legal Research and Writing, 5th Edition, Aspen.

Bouchoux, D., Cite-Checker: A Hands-On Guide to Learning Citation Form, Thomson West.

Putman, W., Pocket Guide to Legal Writing, Thomson.

Yelin and Sambor, The Legal Research and Writing Handbook: A Basic Approach, 5th Edition, Aspen.

Specific Practice Area Texts

Bouchoux, Business Organizations for Paralegals. 5th Edition, Aspen.

Buchbinder, D., and Cooper, R., Basic Bankruptcy Law for Paralegals, Abridged Edition, Wolters Kluwer, 2009.

Buckley, William R. and Okrent, Cathy J., Torts and Personal Injury Law, 3rd Edition.

Ehrlich, J.S., Family Law for Paralegals, 4th Edition, 2008.

Hall, D., Criminal Law and Procedure, 5th Edition, Delmar Cengage Learning, 2009.

Helewitz, J., Basic Contract Law for Paralegals, Aspen, 2010.

Helewitz, J., Basic Real Estate and Property Law for Paralegals, 3rd Edition, Wolters Kluwer, 2009.

Helewitz, J., Basic Wills, Trusts, and Estates for Paralegals, 4th Edition, Wolters Kluwer, 2008.

Jennings, M., Business: It's Legal, Ethical, and Global Environment, 7th Edition, Thomson West, 2006.

Stim, R., Intellectual Property Patents, Trademarks, and Copyrights, 2nd Edition, Thomson West, 2001.

General References

Baicker-McKee, Janssen, Corr, Federal Civil Rules Handbook: 2011, West, 2011.

Black's Law Dictionary

The Blue Book - A Uniform System of Citations

Brown, H., Fundamentals of Federal Litigation, Thomson, 2005.

http://www.uscourts.gov/FederalCourts.aspx, Federal Rules of Civil Procedure

http://www.uscourts.gov/FederalCourts.aspx, Federal Rules of Evidence

http://www.uscourts.gov/FederalCourts.aspx, Federal Bankruptcy Rules

http://www.uscourts.gov/FederalCourts.aspx, Federal Rules of Appellate Procedure

Appendix C

ACCREDITING ORGANIZATIONS AND FOREIGN DEGREE EVALUATION SERVICES

Accrediting Organizations

There is no centralized authority in the U.S. that exercises control over postsecondary educational institutions. Each state assumes control over education within the state. However, institutions of higher education are generally allowed to operate with considerable autonomy.

Accreditation has developed as a method of peer evaluation of educational institutions and programs in order to insure a fundamental level of quality. National and regional associations have developed criteria and procedures for evaluating institutions or programs to determine whether or not they are providing basic levels of education.

Types of educational accreditation:

Institutional – applies to an entire institution, demonstrating that each of an institution's parts is contributing to the achievement of the institution's objectives.

Programmatic – applies to programs, departments, or schools that are parts of an institution.

If your bachelor's degree and/or paralegal certificate was awarded by a school accredited by an association or agency not included on this list, you may request a review by the **Certification Standards Committee (the Committee)**. In order to apply for a review, you will need to provide the Committee with a program catalog, institution catalog, and course syllabi. The review process will take 45 days, and the Committee will make the final determination.

Degrees obtained outside the United States must be evaluated by a professional evaluation for their equivalence to U.S. degrees. **See below for foreign degree evaluation services.** Paralegal certificates obtained outside the United States must be evaluated by the Certification Standards Committee.

New England Association of Schools and Colleges, Commission on Institutions of Higher Education
Barbara E. Brittingham, Director
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
Phone: (781) 425-7700
www.neasc.org
(CT, ME, MA, NH, RI, VT)

Middle States Commission on Higher Education
Elizabeth H. Sibolski, President
3624 Market Street
Philadelphia, PA 19104
Phone: (267) 284-5000
www.msche.org
(DE, DC, MD, NJ, NY, PA, PR, USVI)

North Central association of colleges and Schools, The Higher Learning Commission
Sylvia Manning, President
230 South LaSalle St., Suite 7-500
Chicago, IL 60604-1413
Phone: (312) 263-0456 or (800) 621-7440
(AZ, AR, CO, IL, IN, IA, KS, MI, MN, MO, NE, NM, ND, OH, OK, SD, WV, WI, WY)

Northwest Commission on Colleges and Universities
Sandra E. Elman, President
8060 165th Avenue, NE, Suite 100
Redmond, WA 98052
Phone: (425) 558-4224
www.nwccu.org
(AK, ID, MT, NV, OR, UT, WA)

Southern Association of Colleges and Schools, Commission on Colleges
Belle S. Wheelan, President
1866 Southern Lane
Decatur, GA 30033-4097
Phone: (404) 679-4501 or (800) 248-7701
www.sacscoc.org
(AL, FL, GA, KY, LA, MS, NC, SC, TN, TX, VA)

Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
Barbara A. Beno, President
10 Commercial Boulevard, Suite 204
Novato, CA 94949
Phone: (415) 506-0234
www.wascweb.org
(CA, HI, AMERICAN SOMOA, GUAM, REBUBLIC OF PALAU, FEDERATED STATES OF MICRONESIA, COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS, REPUBLIC OF THE MARSHALL ISLANDS)

Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities
Ralph Wolff, President and Executive Director
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
Phone: (510) 748-9001
www.wascweb.org
(CA, HI, AMERICAN SOMOA, GUAM, REBUBLIC OF PALAU, FEDERATED STATES OF MICRONESIA, COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS, REPUBLIC OF THE MARSHALL ISLANDS)

American Bar Association, Council of the Section of Legal Education and Admissions to the Bar
Barry A. Currier
Interim consultant on Legal Education
ABA Section of Legal Education and Admissions to the Bar
321 North Clark Street, 21st Floor
Chicago, IL 60610-4714
Phone: (312) 988-6744
www.abanet.org/legaled

Accrediting Council for Independent Colleges and Schools
750 First Street NE, Suite 980
Washington, DC 20002-4242
Phone: (202) 336-6780
www.acics.org

Accrediting Commission for Career Schools and Colleges of Technology
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
Phone: (703) 247-4212
www.accsc.org

Accrediting Council for Continuing Education and training
1722 N Street, NW
Washington, DC 20036
Phone: (202) 955-1113
www.accet.org

Council on Occupational Education
7840 Roswell Rd., Bldg. 300, Ste 325
Atlanta, GA 30350
Phone: (800) 917-2081
www.council.org

FOREIGN DEGREE EVALUATION SERVICES

The following organizations provide evaluations, for a fee, of foreign degrees as to their U.S. equivalent:

American association of Collegiate Registrars & Admissions Officers (AACRAO)
Foreign Credential Evaluation services
Website: www.AACRAO.org
Email: ies@AACRAO.org
Phone: 202-296-3359

World Education Services, Inc.
Website: www.WES.org

Appendix D

SPECIAL TESTING ACCOMMODATION REQUEST FORM

Candidates with disabilities covered by the Americans with Disabilities Act should complete this form and have an appropriate licensed professional complete the Documentation of Disability-Related Needs form so their requests for accommodations can be processed efficiently. The information provided and any documentation regarding the disability and the need for accommodation in testing will be treated with strict confidentiality.

CANDIDATE INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Address:_____

City: _____ State: _____ ZIP/Postal Code: _____ Country:_____

Primary Telephone Number: _____

Test Date: _____ Test Site: _____

SPECIAL TESTING ACCOMMODATIONS

Please check the accommodation(s) that you require: (Check all that apply.)

☐ Wheelchair access
☐ Special seating
☐ Reader
☐ Recorder
☐ Extended testing time (time and a half)
☐ Separate testing area
☐ Large font size
☐ Other special accommodations (please specify) _____

Please email or fax this completed form to PES within five (5) business days of submitting your application.

Email or fax the form to:

Professional Examination Service (PES)
c/o NFPATesting Office (651)
Email: nfpaexams@proexam.org
Fax: 1-212-367-4333

DOCUMENTATION OF DISABILITY-RELATED NEEDS BY QUALIFIED PROFESSIONAL

This section must be completed by a licensed health care provider or an educational or testing professional to ensure that PES is able to provide the required test accommodations.

The nature of the disability, identification of the test(s) used to confirm the diagnosis, a description of past accommodations made for the disability and the specific testing accommodations requested must be included.

PROFESSIONAL DOCUMENTATION

I have known _____ since _____
(Name of Candidate) (Date)

In my capacity as a(n) _____
(Professional Title)

I have discussed the nature of the test to be administered with the candidate. It is my opinion that, because of the candidate's disability described below, he or she should be accommodated by providing the special arrangements listed on the **Special Testing Accommodation Request** form.

Comments:
_____

_____

_____

_____

Signature:_____

Title: _____ Date: _____

License No. (if applicable): _____

Please email or fax this completed form to PES within five (5) business days of submitting your application.

Email or fax the form to:

Professional Examination Service (PES)
c/o NFPATesting Office (651)
Email: nfpaexams@proexam.org
Fax: 1-212-367-4333

Appendix E

PCC Exam Registration Statement and Affidavit of Continuing Education – Please use the new Online form

Complete (print or type) this form and sign the affidavit before mailing to National Federation of Paralegal Associations, Inc., 23607 Highway 99, Suite 2-C, Edmonds, WA 98026. Phone: 425.967.0045; Fax: 425.771.9588. ***The CLE Coordinator does not handle processing of this form. It must be sent directly to NFPA***.

First Name	Middle Initial	Last Name	(Name on PCC Exam credential)
Address			
City		State	Zip Code

Daytime telephone number (area code, number, extension):

Work E-mail: Home E-mail:

Date on which you took the PCC Exam: _____, 20_____.

During the two year time period from my certificate date or last affidavit date, I have obtained eight (8) hours of continuing legal education with at least one (1) hour in legal ethics, pursuant to PCC Exam requirements.

CLE Provider	Subject	Date	CLE Hours

Attach appropriate certificates and supporting documents to evidence education credits and $25 check payable to NFPA.

I certify that the information submitted is true and correct to the best of my knowledge.

(Applicant's Signature) (Date)

APPLICATION FOR CLE CREDIT
BY CORE REGISTERED PARALEGALS - Please use the new Online form

This form is to be used by CORE Registered Paralegals applying for credit if 1) the Seminar Provider was not pre-approved for the seminar; 2) the Seminar Provider is not a pre-approved provider; or 3) the application is for the instructor/speaker/lecturer, author or self study.

1. **Name of CRP** _____
2. **Address** _____
3. **Telephone Number and Email Address** _____
4. **State whether application is for time spent as an attendee, instructor, speaker, lecturer, author or self-study**
   _____
5. **Topic** _____
6. **Speaker's Name and Title (if applicable)** _____
7. **Location of Seminar (if applicable)** _____
8. **Date of Seminar (if applicable)**
   _____
9. **Number of hours and minutes of seminar/lecture/self-study (excluding meals, breaks, etc.)**
   _____

_____ _____
(Date) **(Signature)**

Attach verifications of attendance, copies of brochures and other documentation supporting your position that the seminar meets NFPA standards. Authors must include a copy of the applicable publication, resume or bio. Instructors, speakers and lecturers must include an outline of their presentation and/or syllabus. For

more information on documentation and qualifications for self-study see http://www.paralegals.org.

Attach a check for administration fees for the CLE Coordinator in the amount of $10 payable to NFPA. CLE Applications should be submitted for review and approval first by the CLE Coordinator, NFPA, 23607 Highway 99, Suite 2-C, Edmonds, WA 98026. Subsequently, you will send the same information, together with the CLE Coordinator's letter, to the attention of the PCC Exam Coordinator at NFPA Headquarters.

Appendix F

The National Federation of Paralegal Associations
Position Statement Regarding Short-Term Paralegal Programs

Recently, there have been many short-term paralegal programs offered for entry-level paralegals. Many of these programs require less than nine semester credit hours and charge fees that average more per credit hour than non-short-term programs. These programs not only provide a disservice to students who desire a paralegal certificate, they are also a disservice to the employer who expects someone with a paralegal education to have certain knowledge and skills upon graduation.

Most paralegal education programs have minimal standards recognized by paralegal educators, lawyers and other paralegals. Some short-term programs are affiliated and/or rent space from well-known colleges and universities which may lead students and employers to associate the reputation of that facility with the program.

Short-term programs provide a disservice to students and prospective employers because:

1. Tuition fees often are often billed at a higher rate and students expect these short term programs will provide a complete paralegal education thereby ensuring that they will be able to secure a paralegal position upon graduation from the program.

2. Fewer legal courses are taught in short-term programs, some of which do not cover major areas of law.

3. Short-term programs do not provide enough semester credit hours to teach sufficient legal theory and practical skills that are necessary in the workplace.

4. Reputations of colleges and universities offering these programs may also be harmed if programs offered make misleading advertisements to paralegal students.

5. Consumers are aware of the value of paralegals and expect a certain level of service from paralegals including the ability to perform complex assignments. Paralegal education from a traditional paralegal program provides graduates with an ability to perform those types of assignments.

6. The reputation of paralegals as cost-effective and valued members of the legal team may be minimized if short-term programs lower education standards.

Employers who currently employ paralegals require them to have certain knowledge of legal theory and skills. Many employers have worked with paralegals who have earned a paralegal degree or certificate and are aware of the skills learned by such paralegals. Short-term programs have the potential of harming the reputation of paralegals who have attended traditional paralegal programs.

CONCLUSION

NFPA, as the leader of the paralegal profession™, has an obligation to its members and to the legal community to provide reliable, current and comprehensive information relating to the paralegal programs so that paralegal students can perform their own due diligence in the selection of a paralegal program. NFPA recommends that those colleges and/or universities offering short-term paralegal programs evaluate the courses offered by them to determine if those courses meet the following standards, which is a minimum of at least 18 semester units of paralegal coursework and appropriate general education.

- ✓ Post-secondary coursework in substantive and procedural law, the American legal system, law offices and related environments, the paralegal profession, legal research and writing, ethics and areas of legal practice such as those described in *AAfPE's Core Competencies for Paralegal Programs;*

- ✓ No fewer than 18 semester credit hours (or the equivalent) of substantive paralegal courses;

- ✓ The completion of a minimum of 60 semester (or the equivalent) of total postsecondary study prior to graduation. A semester hour is equivalent to 15 classroom hours of at least 50 minutes in duration. The course offerings may be for credit or not for credit, but should meet these minimum time periods;

- ✓ The paralegal education program must be offered by an institution that is:

    - An institutional member of the American Association for Paralegal Education ("AAfPE"); or

    - A paralegal educational program approved by the American Bar Association; or

    - A paralegal education program offered by an institution accredited by an agency recognized by the United States Department of Education and offering courses at the postsecondary level.

Quick Reference Guide

Contact Information

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