Overview of the PCC Exam

The format of the PCC Exam follows the proven structure of NFPA's Paralegal Advanced Competency Exam (PACE). The exam:

- is two and one-half hours in length;
- consists of 125 multiple choice questions;
- is computer administered with instant preliminary results, followed by official scoring run results provided at least quarterly;
- is widely available at many testing centers with examinations given Monday – Friday, and in some locations, weekends and evenings;
- consists of two domains:
  - ~ Paralegal Practice – 52%
  - ~ Substantive Areas of Law – 48%
- is based on information from coursework in various paralegal programs and basic knowledge all paralegals should possess as well as actual skills considered essential to basic paralegal competency;
- is also a test of paralegal ethics, legal technology and key terminology.

Study Aids

PCC Exam study materials include the NFPA PCC Exam Study Manual, reference materials (see Appendix B of the Candidate Handbook) and an online review course.

Recertification

Candidates who successfully complete the PCC Exam and earn the CORE Registered Paralegal (CRP) credential will be required to recertify every two years by the anniversary date based on when they took the exam. Recertification requires CRPs to obtain eight (8) hours of continuing legal education, including at least one (1) hour in ethics.

Paralegals who take and pass the PCC Exam will be well on the road to an exciting, rewarding, fun filled career in the paralegal profession and proud that they have proven to the legal community that they possess the knowledge and skills necessary for success in the legal field.

Please contact VPDPC@paralegals.org for additional details and how to participate in the PCCE Assurance of Learning Program's (AoL) two participation levels. The program will provide institution-based reporting of exam results which can serve as an Assurance of Learning tool for paralegal programs to better track their program's effectiveness and their students' success.

The NFPA Paralegal CORE Competency Exam™ available at Prometric Test Centers throughout the United States and Canada.

NATIONAL FEDERATION of PARALEGAL ASSOCIATIONS Inc.

How do you:

- Stand above the crowd?
- Demonstrate your knowledge?
- Grab an employer's attention?

Take the Paralegal CORE Competency Exam -- become a CORE Registered Paralegal (CRP) and prove you are:

Competent ■ Organized ■ Responsible ■ Ethical

Don't delay. Distinguish yourself in the job market and direct the course of your paralegal career by obtaining the CORE Registered Paralegal credential. Visit NFPA at www.paralegals.org to download a copy of the PCC Exam Candidate Handbook as well as details on how to apply.

Paralegal Core Competency Exam™ PCC EXAM

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NATIONAL FEDERATION of PARALEGAL ASSOCIATIONS Inc.

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Paralegal CORE Competency Exam™

Paralegal Core Competency Exam™ PCC EXAM

Take Charge of Your Future –

Does one of the following scenarios describe your situation?

- You are about to graduate from high school and are considering further education
- You are enrolled in an associate's degree program, but undecided on a particular course of study
- You are enrolled in a bachelor's degree program, but undecided on a particular course of study
- You're ready to make a career change

If you are looking for a fast-paced, forward moving, never-a-dull-moment career, consider becoming a paralegal. NFPA, the recognized leader in certification for the advanced paralegal, has developed and launched a certification exam which will provide certification for new paralegals with limited experience.

The Paralegal CORE Competency Exam is the FIRST step on the Career Path of a Professional Paralegal!

Being a paralegal is an exciting and rewarding profession. Read on for more information about this exciting new opportunity!

More detailed information, including the exam blueprint, is provided in the PCC Exam Candidate Handbook (See Appendix A) available on the NFPA website.

Paralegal Core Competency Exam™
PCC EXAM

For Professionals By Professionals

Using the same statistically defensible, scientific, psychometrically sound exam development methodology as that used to develop the Paralegal Advanced Competency Exam (PACE), the PCC Exam was developed in partnership with Professional Examination Services (PES – see www.proexam.org), a testing organization with more than 60 years of experience in the development and administration of licensing and certification exams.

The PCC Exam is designed to test the core competencies in early-career and entry-level paralegals and takes into account coursework in paralegal programs as well as actual skills considered essential to basic competency in the profession. The exam also covers law office technology and ethics. The PCC Exam validates the competency of those who successfully complete the exam and distinguishes them from other paralegals who do not possess the CRP credential.

Purposes of the PCC Exam:

- to provide the groundwork for expanding paralegal roles and responsibilities;
- to provide the public and legal community with a mechanism to gauge the core competencies of paralegals;
- to be used in states considering the regulation of paralegals; and
- to be used by paralegal programs as an exit exam or Assurance of Learning tool.

Benefits of Paralegal Certification

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

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

Eligibility Requirements for the PCC Exam

Criteria for eligibility were established for those interested in taking the PCC Exam:

- Bachelor's degree in any subject, plus a paralegal certificate; no experience or CLE required; *OR*
- Bachelor's degree in paralegal studies; no experience or CLE required; *OR*
- Bachelor's degree in any subject, no paralegal certificate, 6 months experience and 1 hour of ethics taken in the year preceding the exam application date; *OR*
- Associate's degree in paralegal studies, no experience or CLE required; *OR*
- Associate's degree in any subject, a paralegal certificate, no experience or CLE; *OR*
- Associate's degree in any subject, no paralegal certificate, 1 year experience and 6 hours of CLE, including 1 hour of ethics taken in the year preceding the exam application date; *OR*
- Paralegal certificate from a program that meets or exceeds the requirements set forth in NFPA's Short Term Paralegal Program Position Statement, 1 year 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
- High school diploma or GED, 5 years experience and 12 hours of CLE, including 1 hour of ethics, taken within 2 years preceding the exam application date.

All PCC Exam candidates must meet the eligibility criteria at the time they apply for the exam and must attest to this fact when submitting their application.

Additionally, candidates shall not be in violation of the character and fitness requirements set forth in the PCC Exam Candidate Handbook available to download on the NFPA website.