

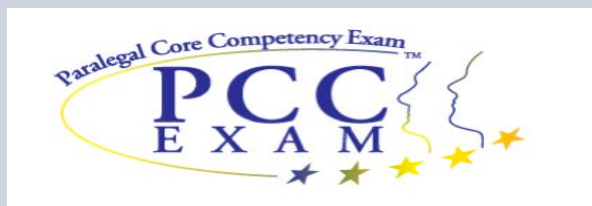
RP®

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PARALEGAL CERTIFICATION AMBASSADOR'S NEWSLETTER



APRIL 4, 2012

2012 NFPA Regulation/National Leadership/PACE® Ambassador Joint Conference

SEE YOU SOON!

EXPAND YOUR HORIZONS

The Paralegal Certification Ambassadors Conference will be held as part of the NFPA Joint Conference set for April 20 through April 23, 2012 in Nashville, Tennessee. The Midland Tennessee Association will be our hosts. The Ambassadors' Conference will take place on Sunday, April 22, 2012, ending at Noon on Monday, April 23.

This conference will cover promoting both PACE and PCC exams to your members, employers and others in the legal community. Topics include the development of both of the exams, forming study groups, how to obtain study materials, how to plan PACE and PCC seminars, and President Tracey Young, RP® will discuss proper use of NFPA logos. If you have any suggestions for specific topics the Ambassadors would like to address, you can email your suggestions to VPDPC@paralegals.org

This conference is open to any NFPA member. You do not have to be your associations' PACE or PCC Ambassador to attend. You do not even have to have the RP or CRP designation to attend. You just need the desire to learn more about PCC and PACE and be willing to promote the exams to your association and paralegals in your area.

Registration Information

There is no cost for the conference if you are NFPA members; however, you are responsible for your travel and hotel expenses. Lunch on Friday and Saturday are included with your registration.

Please register for one or more of the conferences at www.paralegals.org and make your reservations for the Holiday Inn Express by calling 615-244-0150. The hotel cost is \$149 plus tax.

Scoring Runs for the PCC Exam will be completed quarterly according the following schedule:

PCC Exam Scoring Run Dates	
Date Tested	Scores Mailed week of
January 1 - March 31	April 16, 2012
April 1 - June 30	July 16, 2012
July 1 - September 30	October 15, 2012
October 1 - December 31	January 14, 2013

COORDINATOR CONTACTS

Vice President & Director of Paralegal Certification

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PACE Coordinator – Public

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PACE REVIEW 2012 CLASS SCHEDULE

- April 23
-
- June 4
-
- July 23
-
- September 10
-
- October 15
-
- November 26

PACE SCORING RUNS:

AUGUST 15, 2012

FEBRUARY 15, 2013

PCCE SCORING RUNS:

APRIL 1, 2012

JULY 1, 2012

OCTOBER 1, 2012

JANUARY 1, 2013

Suellen Honeychuck, RP[®] Vice President and Director of Paralegal Certification

Spring is here and that means rebirth and reinvigoration not only of all the flora and fauna, but also new and exciting ideas to promote the paralegal profession and further our paralegal careers.

A really great way to do this is to attend the Joint Conference in Nashville. The Regulation and Leadership Conference will be held on Friday and Saturday. The Paralegal Certification Ambassadors' Conference is scheduled for a full day on Sunday and through 12 noon on Monday.

There has been a lot of excitement about the Paralegal CORE Competency Exam™ that became available in November. Last year at this time we were hard at work planning for the pilot test on June 11, 2011.

The Paralegal Certification Ambassadors' Conference will address everything you need or want to know about PACE[®] as well as the new PCC Exam. While there are some similarities between the two exams (and we will cover that as well as many other areas of interest) there are definitely differences, especially with regard to eligibility, you will want to understand in order to promote the exams to your members and their employers in the legal community.

I am looking forward to seeing many of you in Nashville.

STUDY MATERIALS by Judy Stouffer, RP[®]

A study manual for PCC is being finalized.

RENEWALS by Vickie Newman, RP[®]

If you took PACE in an even numbered year, 2012 is a renewal year for you. Now is the time to submit your PACE Renewal Application if you took the exam in the months of April, May, June, July, August or September of an even numbered year.

Please remember to sign any CLE certificates of attendance or completion. Not doing so will delay your renewal. Also, please remember to submit CLE certificates of attendance or completion. Submitting copies of registration forms signing up for the CLE will not be accepted.

Please provide an email address in case there are questions with your renewal. Not having a way to contact you not only delays your renewal, but you may be faced with paying a late fee and having to go through the PACE Standards Committee to get your renewal approved.

If you find yourself getting close to your renewal deadline and don't have enough CLE's, check out NFPA's on-line CLE courses. This is a quick and easy way to get the needed CLE's.

NFPA has formed a partnership with IPE to help RP's and CRP's get their much needed CLE's. Check out NFPA's website, under the "members" page for more information. The discounts offered by IPE are great and will make you look good to your firm when they see how little they pay for your CLE's.

Since it is tax time, many paralegals are taking courses geared towards CPA's, and accountants. Unless the CLE certificate says it is approved by a state or local bar association, please remember to get these seminars approved by the CLE Coordinator

first. For those who work in real estate, attending seminars geared for realtors will also need CLE Coordinator approval first. It will save you time and avoid delaying your renewal.

If you need CLE Coordinator approval, please submit that request *prior* to submitting your renewal. All you need to submit with your renewal is your CLE letter of approval from NFPA. Submitting your CLE request at the same time as your renewal does the following:

1. It delays your renewal application because it is not approval ready.
2. NFPA Headquarters may miss your CLE approval request. I actually contact NFPA to see where in the process your CLE approval is and sometimes the CLE application is missed.
3. Your renewal may be considered submitted late and a late fee of \$25 assessed because it is not approval ready at time of renewal.
4. You may need to request renewal approval from the PACE Standards Committee due to the delay in getting approval from the CLE Coordinator.

Attend the Certification Ambassadors Conference to learn more about renewals:

- Problems with renewals and how to correct them;
- How to get CLE's
- What to do if you are missing CLE certificates
- What needs CLE approval and what doesn't
- And More!!!

Private PACE[®] Pages by Donna M. Huntermark, RP[®], Pa.C.P.

Are you aware that there is a great resource for the Paralegal Certification Ambassador right on the NPFA website? It's called the Private PACE[®] Pages, and it is on the Membership area of the website. All you need to do is to login to the Membership pages. Once there, locate the Private PACE[®] Pages on the bottom right hand side of the screen. You will be asked to login to this area (the password is **paceknowledge**). From there you can navigate to the PACE Ambassadors Handbook and to the PACE Resource Materials.

There is a great wealth of information to help you as an Ambassador, including the following:

Sample Questions and Answers

- [10 Sample Questions](#)
- [Legal Research Quiz](#)
- [Assignment 1](#)
- [Assignment 2](#)
- [Assignment 3](#)
- [Assignment 4](#)
- [Assignment 5](#)
- [Assignment 6](#)
- [Assignment 1 Legal Research Homework](#)
- [Harris Final](#)
- [Week One Legal Research Answers](#)
- [Answer Key](#)

If you have any questions about this area, we will be covering it at the Ambassadors Conference, but you can also send me an email at dhuntermark@leechtishman.com and I will be happy to help you.

PACE NEWS!!!

The PACE Application/Handbook is now available on the NFPA website to purchase directly from NFPA. It's under PACE Merchandise. The cost is still \$25.00

NEED CLEs?

NFPA has joined forces with IPE in offering much needed CLE's. You can mix and match your seminars to fit your budget and CLE needs. Information and seminar topics can be found on NFPA's website at:

http://paralegals.org/associations/2270/files/2011content/NFPA-IPE_CLE_Flyer.pdf

TIPS, TRICKS AND HINTS

1. All RPs and CRPs should keep their original CLE certificates and provide employers with copies. It is always difficult to get the CLE certificates from former employers.
2. Does your association give out scholarships and awards? If so, use your RP's and CRP's as judges in addition to using past presidents.
3. Create your own renewal reminder for your RP's and CRP's. NFPA lists RP's and CRP's on its website, along with the date they took PACE and PCC. The listing is by state.
4. Check out the RP and CRP lists on NFPA's website for new members. Sending non-members a congratulations letter may be just what your association needs to get a new member.

PRESIDENT'S CHALLENGE

Tracey Young, RP, NFPA President has issued the following challenges to member associations:

1. To have two new RP's by 2012 convention in Anchorage, Alaska.
2. To have the most new RP's by 2012 convention in Anchorage, Alaska.
3. To have two new CRP'S by 2012 convention in Anchorage, Alaska.
4. To have the most new CRP's by 2012 convention in Anchorage, Alaska.

This means that if your association has any new RP's or CRP's between September 16, 2011 and September 15, 2012, your association will be specially recognized at the 2012 convention. In addition, all new RP'S and CRP's will be specially recognized at the 2012 convention.

NEW PACE REGISTERED PARALEGALS!!

February 15, 2012 Scoring Run:

Kim C. Adams, RP
Covington, LA

Michelle M. Bonin, RP
New Orleans, LA

Michele D. Beltrano, RP
Woodland, CA

Ellen M. Buschel, RP
Menononee Falls, WI

Christy L. Denton, RP
Seattle, WA

Michael W. Faber, RP
Philadelphia, PA

Gretchen M. Haydel, RP
Seattle, WA

Tina M. Johnson, RP
Burnsville, MN

Linda K. Odermott, RP
Beaverton, OR

Julianne B. Ringsmuth, RP
Phoenix, AZ

Melody S. Schultz, RP
Indianapolis, IN

Malora K. Shaw, RP
Lakewood Ranch, FL

Jacqueline R. Waller, RP
Memphis, TN

Annie S. Yee, RP
San Francisco, CA

Anna M. Edge, RP
Nashville, TN

Bridget E. Guy, RP
Chicago, IL

Donna M. Huntermark, RP
Pittsburgh, PA

Nicole B. Martin, RP
Harvey, LA

Beverly H. Rawlings, RP
Lexington, KY

Toni R. Robider, RP
Savannah, GA

Andrea D. Schumacher, RP
Crested Butte, CO

Mary Carol Swedo, RP
Hanover, PA

Jeffrey R. Yawman, RP
Stratford, CT