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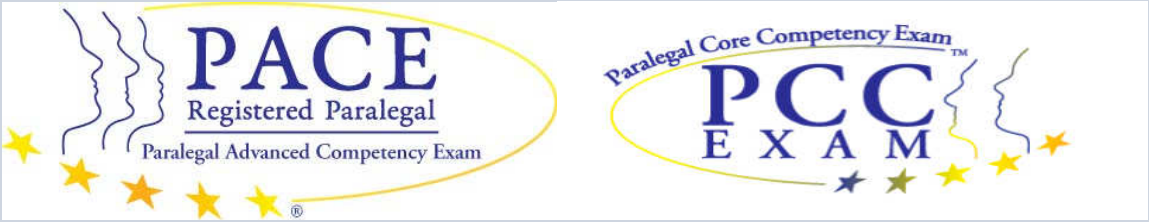
PARALEGAL CERTIFICATION AMBASSADOR'S NEWSLETTER



JANUARY 1, 2013

In this Issue:

- **Meet your Paralegal Certification Coordinators....Pg. 1**
- **New Policy re: Rescheduling Exam Dates...Pg.2**
- **Save the Date for Certification Ambassador's Conference!...Pg. 3**
- **Congrats to NFPA's 2012 Certification Ambassador winner, Vivian Luckiewicz, RP®...Pg. 3**
- **Renewals Time...Pg. 4**
- **Recognizing your RPs and CRPs...Pg. 5**

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Meet Your Paralegal Certification Coordinators
by Vickie Newman, RP®

Suellen Honeychuck, RP®, is the Vice President and Director of Paralegal Certification. Suellen works for the law firm of ShounBach in Fairfax, Virginia and is a member of the Paralegal Association of Northern Virginia. This is Suellen's second term as VPDPC. Suellen's first term saw the development and implementation of the Paralegal CORE Competency Exam (PCC). She oversees all the coordinators.

Lori J. Boris, RP®, is Certification Coordinator - Ambassadors. Lori works for Foley & Mansfield PLLP in Minneapolis and is a member of the Minnesota Paralegal Association, where she has held many board positions including serving three years as its president. She is Minnesota's NFPA Primary for 2013 and will be serving her second year as one of their Paralegal Certification Ambassadors. Lori is your contact if your association would like to start a Paralegal Certification Ambassador program, needs some new ideas to kick-start or update their ambassador program, or needs any assistance regarding PACE and PCCE. Lori will also be helping to plan the Paralegal Certification Ambassador Conference being held in April, hosted by the New Orleans Paralegal Association.

Nita Serrano, RP®, is the Study Materials Coordinator. She is more than happy to help you find any study aids, provide resources and materials for study groups and individuals studying for PCC and PACE.

Nohea Nakaahiki, RP® is the Public Relations Coordinator. Nohea is a member of the Hawaii Paralegal Association. Nohea will be working with NFPA's marketing team to publicize and promote PCC and PACE not only within NFPA, but to the legal community at large as well as various paralegal programs.

Vickie Newman, RP® is the PACE Renewals Coordinator. Vickie is a contract paralegal in probate, trust administration and estate planning, and also closes down solo attorney law practices who retire or die. She is a member of the Sacramento Valley Paralegal Association. Vickie has been the Renewals Coordinator since the end of 2009. It is Vickie's responsibility to review all of the PACE renewal applications to make sure that renewing RP's are in compliance with the CLE requirements and approve the renewals.

Last but not least, **Kathy Rubio-Hudgins, CRP™** is the first CRP to hold the PCC Renewals Coordinator position. For those who took the PCC beta test in June 2011, the first renewal will be due in June 2013. Because we like to receive renewals at least 60 days in advance, this means that CRP's will start submitting their renewals in February and March 2013.

PACE REVIEW 2013 CLASS SCHEDULE

- January 14
- February 25
- April 8
- May 20
- July 15
- September 3
- October 7
- November 11

PCC Exam REVIEW 2013 CLASS SCHEDULE

- January 14
- February 25
- April 8
- May 20
- July 15
- September 3
- October 7
- November 11

The fee for both classes is $395. Register at this link for PCCE™ Course and at this link for the PACE® Course.

PACE SCORING RUNS:

FEBRUARY 15, 2013

AUGUST 15, 2013

PCCE SCORING RUNS:

JANUARY 1, 2013

APRIL 1, 2013

JULY 1, 2013

OCTOBER 1, 2013

JANUARY 1, 2014

NEW POLICY EFFECTIVE JANUARY 1, 2013 REGARDING RESCHEDULING EXAM DATES by Suellen Honeychuck, RP®

Prometric has expressed concern over the frequency of reschedules and cancellations of candidate appointments across all exam programs. In order to assure that there is adequate capacity in the centers, managing the process of scheduling and rescheduling appointments is critical to assure that all candidates can obtain a testing appointment on the date and time requested. Prometric reports that the rate of chronic cancellations has presented problems for fellow candidates who are not able to select their first, and in some cases, their second appointment choices. Prometric has revised its policies with regard to rescheduling/cancellation behavior in an effort to provide a first choice experience for all candidates

To better manage the issue, Prometric will institute **effective January 1, 2013,** a rescheduling fee. The fee will be applied as outlined below to all appointments scheduled for January 2013 and beyond. The fee will be assessed either at the Prometric website if the candidate reschedules or cancels online, or, by Prometric customer service if the candidate calls. **Payment of the fee is the responsibility of the candidate**.

- If a candidate reschedules or cancels 31 or more days before the scheduled test day, there is no charge.
- If a candidate reschedules or cancels 3 to 30 days before the scheduled test, the charge will be a portion of the total seat time fee for either the PCCE or PACE. The specific amount of the fee for each exam will be provided as soon as possible.
- If a candidate reschedules or cancels less than 3 days before the scheduled test date, the full candidate seat time fee is charged - **$66.22 for PCCE and $75.13 for PACE.**

The cancellation policy as it relates to no-shows or late-to-exam candidates remains the same.

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
July 1 - September 30	October 15, 2012
October 1 - December 31	January 14, 2013

PLEASE NOTE! Proper Form of RP® and CRP™ Designations

Please remind your CRPs and RPs that the short form of their respective credentials does not use periods. We see many people writing it as C.R.P or R.P. and that's not correct. It should properly be CRP™ or RP®.

The National Federation of Paralegal Associations, Inc.® extends their warmest CONGRATULATIONS the following individuals who achieved a passing score on the Paralegal CORE Competency Exam™ for the test period of July 1 – September 30, 2012.

Samantha Brook Chaney, CRP™
Severn, MD
Received CRP designation - 09/20/12

Charles James Elston, CRP™
Dickson, TN
Received CRP designation - 07/30/12

Melissa Ann Holcomb, CRP™
Nanty Glo, PA
Received CRP designation - 08/10/12

Frank Townsend Innes, Jr., CRP™
Philadelphia, PA
Received CRP designation - 09/28/12

Carolyn S. Jones, CRP™
Greenwood Village, CO
Received CRP designation - 09/28/12

Lynne N. Koenigsknecht, CRP™
Kernersville, NC
Received CRP designation - 09/20/12

Robert John Kruk, CRP™
Rancho Cucamonga, CA
Received CRP designation - 07/25/12

Deborah Bostic Reese, CRP™
Grovetown, GA
Received CRP designation - 09/29/12

Tara L. Swartz, CRP™
Mifflintown, PA
Received CRP designation - 08/09/12

Delores Elaine Vanstone
Norcross, GA
Received CRP designation - 07/02/12

Yuri Han, CRP™
Fairfax, VA
Received CRP designation - 08/25/12

SAVE THE DATE!
Paralegal Certification Ambassadors Conference

Now is the time to put in your request to attend the next Paralegal Certification Ambassador Conference, which is part of NFPA's Joint Conference. The dates are April 19 through 21, 2013, in New Orleans. Past topics included the history of PACE and PCC, how to start an ambassador program, exam development, sample study group assignments, sample articles for your newsletter, the ABC's of renewing your designation, and how to keep your RP's happy. If there is a topic that you like to see covered in the conference, please let Lori Boris, RP® know. It's a place to get great ideas for your ambassadorship. Many lasting and life-long friendships are formed, as well, during the conference.

Congratulations to Vivian Luckiewicz, RP®, 2012 Paralegal Certification Ambassador of the Year!

Congratulations go to Vivian Luckiewicz, RP® of the Philadelphia Association of Paralegals, who was the recipient of 2012's Paralegal Certification Ambassador of the Year. Under Vivian's guidance, the Philadelphia Association of Paralegals accomplishes the following, just to name a few:

- Keeps an extensive PACE®/PCCE™ page on the PAP website.
- Staffed the PACE®/PCCE™ table at PAP's education conference, making sure there were people available to answer questions at all times.
- Budgets to send one representative to the Ambassador's Conference and to provide at least one PACE Scholarship per year.

Vivian herself:

- Writes PACE®/PCCE™ Corner for the association newsletter, submitting at least two pages of content for each issue, including sample questions, information about upcoming scholarships, study aids and available CLEs, etc.
- Recruits other RPs to write their testimonials when NFPA requests them.
- Single-handedly organized an online PACE® study group offered as a free benefit for PAP members, creating her own course materials.
- Volunteered to write the Real Estate chapter of the recently-published PCCE™ study manual.
- Received Awards of Distinction for her contribution to the PCCE™ study manual.

Vivian has set an amazing example to show us what can be accomplished as a Certification Ambassador! Congratulations, Vivian!

Why not YOU?? Why not make it your personal goal to be nominated for Paralegal Certification Ambassador of the Year for 2013? One thing you can do now to start the process is to set up a separate file folder and label it "2013 Ambassador Nomination." Put it in copies of your articles for your newsletter, your marketing tools for PACE and PCC, and handouts for any seminars or meetings you give regarding PACE and PCC. If your association offers a scholarship, put a sample of that in there too! Anything you do to promote PACE and PCC within your association and your legal community should go into the folder.

RENEWALS TIME

by Vickie Newman, RP®

If you took PACE or PCC in an odd-numbered year, then 2013 is your renewal year. If you took PACE in the first part of the year (January through March), your renewal is now due.

The renewal form has been updated and revised. It is now a fillable pdf form for your use. Please use this form. It can be found on NFPA's website, at http://www.paralegals.org/default.asp?page=60

Do not send any handouts from your seminar, such as powerpoint presentations, and notes with your renewal application as this delays processing your renewal.

Do not staple your CLE certificates to your renewal application. The applications are now scanned. We are working on having your submit your renewals electronically and will let you know when this feature is available.

If you wrote an article, taught a class or was a guest speaker, you can get CLE credit for this. Approval is done by NFPA's CLE Coordinator. The form to request CLE approval is also found at http://www.paralegals.org/default.asp?page=60

Deadline Calendar

Again, here is a calendar to help you determine when your renewal is due:

Month on PACE Certificate	Month to Submit Renewal	Month to Submit to CLE Coordinator*
January	November	**September**
February	December	**October**
March	January	**November**
April	February	**December**
May	March	**January**
June	April	**February**
July	May	**March**
August	June	**April**
September	July	**May**
October	August	**June**
November	September	**July**
December	**October**	**August**

*If CLE Coordinator approval is required.

Please feel free to put this calendar in your association newsletter. Or use it to

help you track your members' renewal dates.

CLE Coordinator Approval

I've noticed recently that there are quite a few PACE Registered Paralegals® who work in non-traditional law settings, such as accounting, health, finance, banking or real estate, and need to maintain their licensing/certifications in these areas. If you attend a seminar that is geared for accountants, health, real estate, banking, etc. then you need to have this seminar approved by the CLE Coordinator. One way to tell if you need CLE Coordinator approval is if the seminar brochure says it granting credit for accountants, bankers, real estate agents, health care providers, etc. If it doesn't say "attorneys", then the CLE Coordinator will need to approve it. For example, you attend a tax seminar and the provider is an accounting company. This will need to be approved by the CLE Coordinator because the seminar's audience is geared for accountants and others in the accounting field, not the legal field.

Ways to Obtain CLE's

As year-end will be here sooner than we think, there will be many ways to earn some much-needed CLE's. Paralegal associations will be hosting annual meetings and Fall/Winter seminars. Bar associations (both state and local) will be offering CLE's to their members to keep them in compliance with their state rules, some at discounted prices or even for free. NFPA has partnered with Lorman to obtain your CLE's. In addition, NFPA offers other on-line webinars that may be of interest to you, even if it's not in your practice area. In California, the State Bar recently offered a free ethics seminar to its members. Search your own state bar's website to see what they have to offer.

Certification Ambassador Conference Materials

Just as a reminder, here's how to find past Ambassador Conference Materials!

After you login, hover over the "Events" tab. You will see a selection entitled "Materials from Past Conferences." This is where you will find all the great materials from past Certification Ambassador Conferences!

Reminder!

The PACE Application/Handbook is now available on the NFPA website to download as a PDF directly from NFPA at no cost. It's under PACE Merchandise.

Recognizing Your CRP's and RP's

Many associations will present CRP and RP pins to members who pass PCC and PACE at an annual meeting. They will also send out letters of congratulations to the newly minted CRP and RP and also congratulatory letters to their employers. But, what about those have held their designation for years? They should also be recognized for their commitment to maintaining their hard earned designation.

Many associations will list their RP's and CRP's on their website, on their PACE/PCC link. Note: Be sure to get permission first from the CRP and RP. If your association celebrates Paralegal Day or Paralegal Week, have a special lunch set apart for them.

At the main event, give out a certificate acknowledging their five year, ten year, or fifteen year anniversary date and mention it in your association newsletter. You can easily find the anniversary on NFPA's website, under the RP listing.

Here's a sample letter to send to a new RP's employer:

Sample Employer Letter for new RPs/CRPs

Dear Employer:

Re: [name], one of [your state]'s newest PACE® Registered Paralegals/CORE™ Registered Paralegals]

As you know, [name] took and passed the [Paralegal Advanced Competency Exam/Paralegal CORE Competency Exam]. This is truly an accomplishment and demonstrates [name]'s dedication to continuing to develop professionally.

The PACE®/PCCE™ exam was created to provide a way to validate and measure an experienced paralegal's skills, and was developed using a professional testing company, Professional Examination Services (PES). Working in conjunction with PES to develop the exam was an independent task force comprised of paralegals, paralegal educators, attorneys, and members of the public. The steps for developing the exam included job analysis (including surveying 1,500 paralegals across the country to identify paralegal tasks), test item development (each question has a verifiable source), and beta testing.

The exam questions themselves are challenging. Questions are not merely "fill-in-the-blank" responses. Most of the questions are situational questions requiring the exam taker to know the rule or concept of law, analyze the facts provided, and apply the rule or concept of law in order to arrive at the best answer. While a study manual is available as a tool for studying, the exam itself covers much more than the manual provides. Any area of law may be on the exam, while the manual only covers a few of the most common areas of law.

Your firm can benefit by having an [RP®/CRP™] working for you in many ways. By taking the exam, [name] has broadened his/her knowledge base and likely increased his/her professional career satisfaction. This can benefit your firm by decreasing employee turnover. Marketing is another area in which having an RP/CRP on staff could benefit your firm. Are you trying to win over a new client? Promote the fact that [name] is a [PACE® Registered Paralegal/CORE™ Registered Paralegal] and has demonstrated his/her [advanced] skills in an independent, measurable way by taking the PACE®/PCCE™ exam. Currently, there are approximately 4,000 RPs in the nation, and only [number] in the State of [state], making [name] one of a select few.

On behalf of the [local association], thank you for your firm's support of [name]'s professional growth and the betterment of paralegals in this state in supporting her work with the [local association].

[Certification Ambassador]
Certification Ambassador, [local association]

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