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PARALEGAL CERTIFICATION AMBASSADOR'S NEWSLETTER

JUNE 1, 2012

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2012 NFPA Paralegal Certification Ambassador Conference

IT WAS GREAT MEETING YOU!

WE EXPANDED OUR HORIZONS

The Paralegal Certification Ambassadors Conference was held April 22-23, 2012 in Nashville, Tennessee. Thank you to the Midland Tennessee Association, our hosts, for a great event and wonderful hospitality. It was so good to see many familiar faces and meet new people who were excited to bring information about PACE and the PCC Exam back to their memberships.

The conference covered promoting both exams to members, employers and others in the legal community. We covered and discussed forming study groups, how to obtain study materials, both conventionally and electronically. President Tracey Young, RP® discussed proper use of NFPA logos. If you have any questions, you can email VPDPC@paralegals.org

PACE REVIEW 2012 CLASS SCHEDULE

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

PCC Exam REVIEW

2012 CLASS SCHEDULE

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

PACE SCORING RUNS:

AUGUST 15, 2012

FEBRUARY 15, 2013

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

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

Happy Summer! At least it sure feels like Summer here in Northern Virginia with temperatures in the low 90's.

I want to thank everyone who attended the Certification Ambassadors' Conference in Nashville in April. We had a good turn out and it was a great time to meet and network with Certification Ambassadors from around the country.

I know that everyone is asking when the PCCE™ Study Manual will be ready. Everyone involved is working very hard to get it completed and I believe it will be available mid- to late June. I know it's been a long wait, but I promise it will have been worth it. Candidates will be able to purchase the study manual directly through NFPA's website; Order fulfillment will be handled by OmniPress. Keep in mind the PACE® Study Manual continues to be available from Pearson Publishing also through the NFPA website. Also, please note that the PACE® Application and Candidate Handbook which was previously available from Pearson Publishing will now be purchased directly from NFPA. Once the $25 cost for the handbook has been processed, NFPA staff will send you an email with a downloadable PDF of the handbook.

I also want to let you know that API, the same vendor that provides the PACE® online review course, now has an online review course ready for the PCCE™. Information has been posted to NFPA's Facebook page, NFPA's LinkedIn page and an email blast was sent to all members concerning this new review course. The first scheduled course begins on June 4, 2012. You can also find details on the NFPA website and can register for the course through the NFPA website.

I've had several RPs suggest that the post card renewal reminders seem to get lost in the mail, especially if they work for a large firm or corporation. Therefore, we are going to establish procedures to send renewal reminders by email. So, please remind your RPs and also CRPs that they should make sure to have a current, valid email on file with NFPA headquarters.

PCCE™ Review Course Now Available!

The National Federation of Paralegal Associations (NFPA®) and the Advanced Paralegal Institute (API) are jointly offering the online review course for the Paralegal Core Competency Exam (PCC). The PCC Exam is targeted to paralegals who have recently graduated from a paralegal education or training program or are within their first two years of practice. The exam was launched in November of 2011 and focuses on those essential aspects of practice in which an entry level paralegal would be expected to be competent. Exam questions are based on information from course work in various paralegal programs and basic knowledge all paralegals should possess. The on line review course runs for seven weeks, plus a brief pre-course orientation to familiarize students with the web site and First Class used by API. API courses are taught through computer-mediated distance learning. Students may communicate with instructors or classmates around the clock from their home or office computer.

The review course will help paralegals prepare to take the PCC exam by covering the two domains tested: Paralegal Practice and Substantive areas of law. Each unit will begin with a pre-test, which will allow students to assess their strengths and weaknesses in the area being studied. Readings will be assigned and discussion questions included in each unit, which will focus on problem areas

PCCE SCORING RUNS:

JULY 1, 2012

OCTOBER 1, 2012

JANUARY 1, 2013

revealed in the pre-test results as well as the new material introduced in the unit. At the end of each unit a post-test will be given, which will allow students to assess where additional independent study may be helpful. The text for this course is *Introduction to Law for Paralegals*, 5th Ed., by Currier and Eimermann (Aspen, 2012). An exit PCC exam will be administered at the conclusion of the course. Each student will receive a score and an analysis of the student's strengths and weaknesses.

Courses scheduled for 2012:

- June 4
- July 23
- September 10
- October 15
- November 26
- Additional courses may be added if sufficient interest is expressed.

- Tuition for the PCC Review Course is $395. Please note there is no refund once the course begins. If you wish to withdraw or drop the class after it begins, you may take it again within one year at 1/2 the current tuition cost.

- Students who take the PCC Review Course are not guaranteed to pass the PCC exam or necessarily be eligible to take the PCC exam. Students who have taken the PCC Review Course and fail the PCC exam may retake the Review Course for a second time, within a one year period, for 1/2 price of current tuition rate.

- Registration for this Review Course does not automatically register you to take the PCC exam. You must submit a separate application to take the PCC exam.

- If anyone has any questions, they can contact Renee Sova, the Director of the Advanced Paralegal Institute , by phone toll free at 1-888-233-2019 (office) or 770-643-5341 (local office), via fax at 1-419-791-7802, or via e-mail at renee.sova@advancedparalegalinstitute.com

- FOR MORE INFORMATION AND TO REGISTER FOR THE COURSE GO TO: http://paralegals.org/displaycommon.cfm?an=1&subarticlenbr=1145

Paralegal CORE Competency Exam (PCCE™) Assurance of Learning Affiliate Program

NFPA has recently announced the **Paralegal CORE Competency Exam (PCCE™) Assurance of Learning Affiliate Program** that offers paralegal educational institutions a nationally validated and highly cost effective means of assessing, tracking and reporting on the outcomes of their graduates relative to the critical learning domains of paralegal education that are tested by the PCCE™. Each school that participates in the PCCE™ Assurance of Learning Affiliate Program will receive an annual **School Performance Report** from NFPA, including detailed school-specific outcomes data.

The PCCE™ Assurance of Learning Affiliate Program delivers the following benefits to participating schools:

1. A means of tracking and reporting on outcomes of graduates, relative to the key domains of knowledge.
2. A means of demonstrating that graduates have acquired the knowledge required for entry-level paralegal practice.
3. A means of evaluating the effectiveness of a school's paralegal education curriculum.
4. A means for graduates who pass the PCCE™ to differentiate themselves in the marketplace.

There is NO CHARGE for schools to enroll in the PCCE™ Assurance of Learning Affiliate Program. For further information, contact pcce@paralegals.org

STUDY MATERIALS by Judy Stouffer, RP®

A study manual for PCC is being finalized.

RENEWALS

by Vickie Newman, RP®

Please do not submit any seminar materials, handouts, PowerPoint presentations and the like with your PACE Renewal Application. Doing so delays approving your renewal. We do not need to see the actual seminar material. This applies *only to PACE Renewal Applications* and not to requests for CLE approval.

If you are not sure if your CLE is pre-approved, take a look at the brochure advertising the seminar. The seminar host will include information as to who is granting the CLE, such as a state bar association, NFPA, or NALA. In granting CLE hours, the brochure will say "approved by NFPA for 3 hours general credit" or "approved by State Bar of California for 2 hours in ethics". This information is generally found on the front of the brochure so that potential attendees know who is granting the CLE credits.

Please remember that you can carryover three (3) hours of CLE from the previous reporting period if the seminar(s) was taken within the last six months of your previous reporting period. For example, if your renewal is in December 2012, you can carryover three hours of CLE for seminars taken between July and December 2012, provided that you did not use them. You will need to re-submit your prior PACE Renewal Application, along with your current one, to show that you did not claim them in the prior renewal period. Ethics *cannot* be carried over but must be taken in the current renewal period.

Now is the time for paralegals who took PACE between July and December in an even numbered year to submit their PACE Renewal Applications.

Certification Ambassador Conference Materials by Donna M. Huntermark, RP®, Pa.C.P.

This area used to be called the Private PACE® Pages and you needed a password to enter into this area. Now it is located under the Members Login, just look down the banner on the right hand side of the page, at the bottom of the Members Only ribbon. As long as you are a member of NFPA you are able to access these materials.

When the new website is activated, it may be located in a different area, and I would like to work to clean up and update the information.

If you have any questions or suggestions about this area, you can 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. Once NFPA receives your payment, you will receive an electronic download of the Application and Handbook.

NEWSLETTER ARTICLES

Have you written a good article for your local newsletter about PACE® or the PCC™ Exam? Why not share it with the other Ambassadors.

We all know how important it is to have articles about PACE® and the PCC™ Exam in each of our association's newsletter, but sometimes it can be difficult to formulate ideas for an article, or your work load just doesn't allow you the time to put together a thoughtful article. Let's help each other out by sharing our articles. As long as the borrowing Ambassador gives proper credit to the author, there should be no problem with submitting an article for another association's newsletter.

If you have articles that you would like to share, forward them to me at dhuntermark@leechtishman.com I will put together a list of articles and authors and send the information out on the PACE Ambassadors Listserve. Once the new NFPA website is up and running, I will work with the management company to come up with an area for the articles to reside for ease in use in the future.

Testimonials Needed for The Reporter
By Dee Dee Lantz, RP®

Articles for *The Reporter* are needed for not only new RP®s, but also new CRP®s. Ambassadors, please get the word out to your associations. I can't stress enough the excitement, enthusiasm and motivation reading an article written by a new RP®/CRP® brings to a potential candidate to go ahead and take the step to register for the exam. Please e-mail any articles received to me at deedeelantzrp@gmail.com so they may be reviewed by myself or Suellen before sending on to *The Reporter.* Or, if anyone has any questions about the content of their article, they may e-mail me and ask as well.

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 CORE Registered Paralegals™!!

The National Federation of Paralegal Associations, Inc. CONGRATULATES the following individuals who achieved a passing score on the Paralegal CORE Competency Exam for the test period of January 1 – March 31, 2012. Don't forget to send a letter of congratulations if the new CRP™ is a member of your association. Examples of letters of congratulations can be found in the Certification Ambassadors Conference Materials area on the NFPA website. You can also ask if the member would like a letter sent to their employer

regarding this great accomplishment.

April 1, 2012 Scoring Run:

Jonna Jane Archer, CRP™
Delray Beach, FL

Catherine Byer, CRP™
Martinsville, IL

LaKisha Grace Camese, CRP™
Dallas, TX

Wendy S. Fuller, CRP™
Northfield, MA

Andrew A. Gandolfo, CRP™
Brooklyn, NY

Marty Randolph Joel Gobin, CRP™
Whitby, Ontario, Canada

Linda Marie Husich, CRP™
Homewood, IL

Lindsey Nicole Kolar, CRP™
Kent, WA

Rebecca Lowery, CRP™
Verona, NJ

Jennifer Jane Semmes, CRP™
Lake Charles, LA

Sherri D. Ziegler, CRP™
Pensacola, FL

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