



**CANDIDATE APPLICATION HANDBOOK
FOR THE
PARALEGAL ADVANCED COMPETENCY EXAMINATION (PACE)**

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The Application, Affidavit of Work Experience and ADA Test Accommodation Request forms may be reproduced for use in submitting an Application.

SECTION 1.

Overview

The legal service industry continues to face rapid changes and growth. While the basic need to contain costs remains a focus, the industry continues to try to respond to the increased number of pending cases, rapid changes in technology and e-discovery, and increased demands from consumers for higher levels of client services.

As an active and vital part of the legal service industry, the paralegal profession continues to evolve through regulation and voluntary certification, licensing of legal practitioners, and other means.

As a member-driven organization, the National Federation of Paralegal Associations (“NFPA”) is governed by its membership with each member association having one vote on issues impacting the organization and the profession through their delegate representatives. In 1994, the membership voted to develop an examination to test the competency level of experienced paralegals. Since that time, the delegates have approved a number of resolutions to ensure the certification remains relevant, current, and viable.

The decision to develop the Paralegal Advanced Competency Examination (“PACE” or “the exam”) was an effort to help guide the future of the paralegal profession by acknowledging the vital role paralegals play within the legal service industry; it was created in direct response to states considering regulating the paralegal profession and a method to measure paralegal competency. NFPA firmly believes in the eligibility criteria to take PACE, but NFPA also recognizes that any state or governing agency may choose to use the exam and modify the criteria.

PACE contains domains of general paralegal practice, ethics, and technology questions. Eligibility requirements for a paralegal to sit for PACE include both work experience and education. In addition, there was a need for global grandfathering to allow experienced paralegals who did not initially meet the education requirements to sit for the exam. As a result, the eligibility requirements for PACE include a grandfathering clause for paralegals who had four years of substantive paralegal experience on or before December 31, 2000. All other paralegals must meet the education and experience requirements outlined in Section 2 to be eligible to sit for PACE.

The paralegal profession is, in general, bolstered when paralegals choose to take the exam for a number of reasons, including:

- The fair evaluation of the competencies of paralegals across a myriad of practice areas;
- A professional level of expertise by which all paralegals can be evaluated; and
- The paralegals who receive the PACE Registered Paralegal (“RP”) credentials after passing PACE help to validate and add a level of professionalism to an industry that currently does not require industry standards or mandatory regulations.

While all eligible paralegals are encouraged to take PACE, successful completion of the exam is not currently required by any state or bar association to be employed as a paralegal.

TIP: *If your application is approved after processing by NFPA, you will be designated as a “candidate.” NFPA will then send you an Authorization to Test letter stating that you may now contact Prometric to schedule an appointment to take the exam.*

Independent and Fair

Since the beginning, NFPA has consistently sought certification experts and psychometricians to validate and update PACE to ensure the exam produces valid and verifiable results, while consistently issuing credentials to paralegals who demonstrate advanced problem solving and critical thinking skills, a measurable level of experience and knowledge, and paralegal competency.

PACE was originally developed with the assistance of an independent examination development firm, Professional Examination Service Inc. (“PES”). PES was selected from a panel of submissions due to its more than 50 years of experience developing professional examinations for groups such as the Federal Reserve System, the National Association of Securities Dealers, Inc., the Environmental Protection Agency, and Emergency Medical Technicians and Paramedics.

PES developed PACE in conjunction with an independent task force of paralegals, paralegal educators, attorneys, and members of the public assisted in every step, from the preparation of the initial job analysis for paralegals through creation of the exam and ongoing revisions.

In 2017, NFPA began revising and updating PACE in partnership with Prometric, a “Trusted Provider of Market Leading Test Development and Delivery Solutions.” Because of Prometic’s industry expertise, technology, testing systems, and networks, it brought convenience,

security, and consistency to NFPA’s exam process. Prometric has a proven, world-renowned track record in consistently providing *Test Development and Delivery Solutions* to global organizations and to millions of test takers, “making it easier for employers to hire the most qualified candidates; provide better opportunities for workforce populations; and foster a business environment of accountability.” Again, NFPA brought in an independent task force of paralegals, paralegal educators, attorneys, and members of the public to assist with the review of the amended job analysis, question item writing and evaluation, and ongoing revisions.

To ensure the exam results remain valid and verifiable, the exam is administered independently by Prometric through its secure network of 8,000 test centers in more than 160 countries.

For more details about the processes and procedures related to the administration of the PACE, see the NFPA Policies and Procedure Section 11 – Paralegal Certification found at www.paralegals.org.

SECTION 2.
Eligibility Requirements

To satisfy the eligibility requirement, the applicant must meet one of the eligibility pathways of education and/or work experience requirements. To avoid rejection of the Application to take PACE, applicant must be eligible according to the following criteria at the time the Application is submitted.

- A minimum of four years of substantive paralegal experience obtained on or before December 31, 2000;
- OR
- An associate’s (2-year) degree in paralegal studies obtained from an institutionally accredited **and/or** American Bar Association (“ABA”)-approved paralegal education program **and** at least 6 years of substantive paralegal experience;
- OR
- An associate’s degree in any course of study obtained from an institutionally accredited school **or** ABA-approved program **and** at least 7 years of substantive paralegal experience;

OR

- An associate’s degree in any course of study obtained from an institutionally accredited school **or** ABA-approved program, successful completion of the PCCE, **and** 2 consecutive renewals of the CRP credential;

OR

- A bachelor’s degree in any course of study from an institutionally accredited **or** ABA-approved school **and** at least 3 years of substantive paralegal experience;

OR

- A bachelor’s degree in paralegal studies from an institutionally accredited **or** ABA-approved school **and** at least 2 years of substantive paralegal experience;

OR

- A member of the active duty, retired, former military, or the reserve component of any branch of the US Armed Forces, qualified in a military operation specialty with the rank of at least an E6 in a paralegal rate as a Staff Sergeant (Army and Marines), Petty Officer First Class (Navy), Technical Sergeant (Air Force), or higher as a supervisory paralegal within that branch of service **and** 12 hours of continuing legal education (“CLE”), including 1 CLE hour of ethics, within 2 years preceding the Application.

Degrees obtained outside the United States must be evaluated by a professional evaluation service for their equivalence to United States degrees. It is the responsibility of the applicant to pay any fees related to this type of review. Paralegal certificates obtained outside the United States must be evaluated by the Certification Standards Committee (the “Standards Committee”).

A summary of education and substantive paralegal work experience criteria can be found at [Appendix A](#). To determine whether an educational program is institutionally accredited, see the list of recognized accrediting agencies in [Appendix D](#). To determine if an educational program is ABA-approved, NFPA relies on the list of approved programs maintained on the ABA’s website.

Documenting the Substantive Paralegal Work Experience Requirement

Before completing the Affidavit of Work Experience, the applicant should confirm their work experience meets the criteria listed below.

Minimum work experience is defined as full-time employment performing the duties of a paralegal at least 80% of the time. "Duties of a paralegal" is defined as the performance of substantive legal work that requires knowledge of legal concepts and is customarily, but not exclusively, performed by a lawyer. The paralegal may be contracted with or employed by a lawyer, law office, governmental agency, or other entity, or may be authorized by administrative, statutory, or court authority to perform this work.

A sample Affidavit of Work Experience is included in the Application and Affidavit of Work Experience Section. The Affidavit must indicate the number of years worked, whether part time or full time (or the average number of hours worked each week), the specific dates of employment, the employer's name, and the name of the supervisor. Detailed instructions for completion of this Affidavit are included in 0.

Substantive paralegal work experience must be verified by each employer (or previous employers, if necessary) by letter from the employer. Each employer must verify the applicant's substantive paralegal experience (as defined above) and the time during which the work was performed. The "experience confirmation letters" must be on the employer's letterhead and specify dates, capacity of employment, and confirm the substantive paralegal experience. The individual or combined experience confirmation letters must equal the total experience required for the applicant's selected eligibility pathway.

The applicant must also submit a "letter of reference" from a member of the legal community, defined as a lawyer, judge, or RP. The letter must be on the individual's stationery and verify his/her knowledge of the applicant's substantive paralegal experience. The letter must state the number of years the individual has been familiar with the substantive paralegal work and detail the type of work the applicant performed.

The letter of reference and employer's letter verifying substantive paralegal work experience can be submitted as one letter, provided all of the required information is included. The letter should state that it is responding to both required eligibility requirements. A sample combined experience confirmation letter and letter of reference is included in [Appendix F](#).

Character and Fitness Requirements

Applicants applying to take PACE may be disqualified based on character and fitness requirements 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;

OR

3. Knowingly making a false statement or misrepresentation deemed material to the Application or Affidavit statement.

If an Application is denied for any of the reason the applicant has the right to appeal. Instructions for appeals are discussed in the *Requests for Exceptions and Appeals Process Section* below.

Application Procedures

TIP: *Read all instructions in this Candidate Application Handbook ("Handbook") thoroughly before attempting to and Affidavit of Work Experience. Complete sections of the Application requiring personal information, all sections of the Affidavit of Work Experience, and include all required supportive documentation.*

Application Overview

To submit an Application, applicants must go to the NFPA website, www.paralegals.org, and follow the link to apply for PACE.

TIP: *If you are a member of NFPA or a member of a state or local paralegal association that is a member of NFPA, you should log into the NFPA website prior to starting the Application.*

To access the Application, applicant will need to log in by providing an email address (username) and password. If an applicant does not have an email address, once can be obtained via Internet sites such as gmail.com, yahoo.com, hotmail.com, etc.

TIP: *Make sure you enter your email address accurately when submit your application as this address will be used to send confirmation notifications and other correspondence related to the exam and credentials.*

Applicants will create a user profile that includes their personal and contact information.

TIP: *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. You may only have one open application at any given time.*

Application Instructions

Each section of the online Application is discussed below:

1 – Personal Information

Enter first name, middle initial, and last name of applicant. Enter applicant’s full home address, home and work telephone numbers (including area codes), and preferred e-mail address(es). If applicable, provide a fax number.

2 – Specialty Areas

Applicant should check all specialty areas in which applicant has at least six months of experience. Enter the total number of years of paralegal experience obtained. *This information is used for statistical purposes only. It is not used to verify years of experience for qualification purposes.*

3 – Eligibility

Indicate the chosen eligibility pathway. Applicant must meet the eligibility requirements indicated on the Application; otherwise, the Application will be denied. It is the responsibility of the applicant to provide the evidence requested in order for the NFPA Reviewer to make a determination on the Application. The NFPA Reviewer cannot and will not tailor the required evidence to fit the specific eligibility pathway selected by the applicant. A complete listing of the specific eligibility pathway requirements for PACE is in Section 2 of this Handbook.

4 – Military Service

If applying using an eligibility pathway to take PACE based upon military service, the required proof of rank for active duty and reserve component military paralegals may be satisfied by their Enlisted Record Brief (“ERB”) or by affidavit from the military paralegal’s Commanding

Officer confirming the rank and title of the military paralegal;

OR

The required proof of rank for retirees or veterans will be verified through their DD 214, also referred to as the “Certificate of Release or Discharge from Active Duty,” which sets forth last rank held, all MOSs, AFSCs or NECs possessed, the number of years of experience in each specific job, and characterization of service at the time of discharge;

AND

All CLEs submitted as part of the military service eligibility pathway shall comply with NFPA’s CLE procedures at outlined at www.paralegals.org.

5 – Education

Please indicate the education level attained for use in supporting the eligibility pathway chosen by selecting the appropriate option. You will need to provide copies of transcripts and Diplomas to substantiate the education criterion selected.

6 – Application Eligibility Pathway

Select one eligibility pathway. Be sure to include the supporting documents to support the eligibility pathway you selected. If you do not have access to documents that support the chosen pathway or your experience/education does not fit the criteria for that pathway, you may be deemed ineligible and your application denied. There are no refunds for applications submitted under an inappropriate or ineligible pathway. It is incumbent upon the applicant to determine the appropriate eligibility pathway for their situation (and documentation). NFPA will not offer recommendations or review an individual’s specific eligibility information or documentation without an application, supporting documentation and appropriate fee submission.

7 – Demographic Information

Applicant can assist NFPA in complying with federal equal opportunity guidelines by responding to the **optional** questions addressing ethnic origin, age, and gender. *This information will be used for statistical purposes only. It will in no way affect applicant’s examination eligibility or results.*

Section 8 – NFPA Membership Information

If applicant is a member of NFPA or is a member of a state or local paralegal association that is a member of NFPA, remember to log into the NFPA website prior to starting the Application in order to verify and confirm the name of the association to which you belong. *This information is for statistical purposes and to determine the appropriate Application fees. It has no bearing on applicant's eligibility to take PACE.*

The link to the application is found on the Submittable Review Portal which is hyperlinked on the NFPA website at www.paralegals.org.

9 – Special Accommodations

To comply with the Americans with Disabilities Act (“ADA”) and Title VII of the Civil Rights Act (as proposed by the [DOJ ADA Testing Accommodations guidelines](#)), testing accommodations will be considered for individuals with disabilities recognized by the ADA. Applicants who request test accommodations must submit their requests at the same time as their Application.

Applicants must specify the specific accommodation(s) they are requesting on the ADA Test Accommodation Request form found in [Appendix H](#). This form must also be completed by the appropriate licensed professional to substantiate the disability and need for the accommodation and must include: (1) the nature of the disability, (2) identification of methods used to confirm the diagnosis, (3) the test accommodation(s) requested, and (4) a description of past test accommodations for similar test settings, if applicable. Applicant should submit the completed form at the same time as submitting the Application in the Submittable Platform. Requests received after the application is received will not be processed.

Some examples of possible test accommodations include, but are in no way limited to:

- Braille print exam booklets;
- Screen reading technology;
- Large font size exams;
- Recorder;
- Extended time;
- Wheelchair-accessible testing stations;
- Distraction-free rooms;

- Physical prompts (such as for individuals with hearing impairments); and
- Permission to bring and take medications during the exam (for example, for individuals with diabetes who must monitor their blood sugar and administer insulin).

With respect to test accommodations, NFPA and Prometric will only communicate directly with the applicant, professionals listed on the completed Special Accommodation Request form as one knowledgeable about the applicant's disability, and the applicant's authorized representative, if applicable.

Applicants who do not provide the required information by the deadline or whose request for test accommodations are denied have the option to take the exam without the accommodation(s). Applicants who elect not to take the exam after a determination is issued regarding the test accommodation request are not eligible to receive a refund.

10 – Fees

The Application fee for non-NFPA members is \$350; for NFPA members, the Application fee is \$325 and includes processing fees. NFPA does not offer waivers of any fees for health or economic reasons. Fees are required at the time the Application is submitted via secure checkout by credit card (Visa, MasterCard, Discover, or American Express), e-check, or by mailing a check. *Application fees for Assurance of Learning Programs are addressed separately in the Assurance of Learning Policies and Procedures.

TIP: *A separate \$25 service charge will be assessed for all invalid credit card payments and dishonored e-checks or checks.*

11 – Transcripts

If an applicant is applying to take PACE via an eligibility pathway based upon education and substantive paralegal work experience, the applicant must provide copies of the relevant college diplomas and of their official transcripts by uploading .pdfs of the documents with the completed Application.

The Transcripts may be labeled “official transcript” or the applicant may include a copy of the envelope labeled “official transcripts enclosed” (or similar language) to satisfy this requirement. If there are issues obtaining copies of official transcripts due to closure of an institution or similar access issues, there are transcript

clearing houses that may offer assistance in obtaining copies of transcripts. If applicant is relying on substantive paralegal work experience alone, a copy of a college diploma or a transcript is not required. No need to have diploma or transcripts notarized. If applicant's college transcript or diploma is issued under a different name, please note that on the Application and submit copies of the official documents showing the name change as part of the application process

12 – Publication of Notice of Passing PACE and Opting Out

Unless written notice to the contrary has been received by NFPA Headquarter, NFPA will assume that applicant agrees to allow NFPA to publish limited information as to applicant's name, city, state, and association affiliation on the NFPA webpage and the NFPA Facebook and LinkedIn pages as a result of candidate successfully passing PACE.

13 – Signature and Acknowledgements

Read the acknowledgment statement, then electronically sign and date the statement. **An unsigned Application will not be processed.**

TIP: Use the checklist in [Appendix I](#) to verify that you have successfully completed your application!

Affidavit of Education and Work Experience Instructions

Both pages of the Affidavit of Education and Work Experience must be completed – attaching a copy of applicant's resume is not sufficient. The Affidavit must be signed by the applicant, notarized, and must accompany the Application at the time of submission.

Enter applicant's name and full work address (include telephone number). Next, identify the college from which applicant graduated, if applicable. Be sure to indicate applicant's major, degree obtained, and date of degree (month and year). Remember to list work experience beginning with applicant's current or most recent employer. Provide the specific time period worked for each employer as a paralegal doing substantive work.

Provide the name, telephone number, and address of each employer listed, including all former employers. This form provides space for information from three employers. Applicant may make and use a photocopy of the blank form for any additional employers. Remember that applicant only needs to document the required

number of years of substantive paralegal experience, not applicant's entire career.

If applicant was employed part-time by any of the employers listed, the amount of work experience attributable to the qualifying substantive paralegal work experience will be assessed on a prorated basis. In other words, if applicant worked part-time for 4 years at an average of 20 hours per week, this 4-year period would account for 2 years of work experience.

Volunteer paralegal work done on a full-time basis is comparable to compensated full-time paralegal work. If the volunteer paralegal work is on a part-time basis, the applicant must have performed this work for at least three months. Part-time experience will be prorated at the same rate as stated above.

Once the Affidavit of Education and Work Experience is complete, applicant must date and sign their name in the presence of a Notary.

When both the Application and Affidavit of Education and Work Experience are complete, upload them, together with the supporting documentation, through the [Submittable Review Portal](#) at www.paralegals.org.

TIP: The Submittable Review Portal is a separate portal from the NFPA website. You will need to create a unique login and password for use in the Submittable Review Portal. We recommend using a generic email address such as a Gmail account or Yahoo, as some applicants have experienced access issues when they have used a work email address and then changed jobs suddenly, making access to the emails or notifications from Submittable inaccessible.

Please be sure the Application and supporting documentation are completed in full and the fee submitted is correct. Once an Application has been submitted, no changes other than contact information (address changes) can be made to the Application. Further, an Application received without the appropriate fee will not be processed until payment is received. **No exceptions.** Please contact NFPA Headquarters at certifications@paralegals.org with any questions.

SECTION 3.

Application Processing Applicants whose forms and supporting documentation are incomplete, illegible, or lack the required supporting documentation will be notified and additional documentation or information may be required to complete the eligibility review. The applicant will be required to submit all additional documentation or information within the stated deadline, as indicated in the written request, and submit an

additional processing fee of \$25. If the Application is deemed ineligible, no fees will be refunded.

There are no Application filing deadlines. From the time an Application is received by NFPA, the approval process takes approximately 30 days. This is a general approximation, and applicant's exact processing time might be longer or shorter.

If there are questions about an Application, the applicant may be contacted by an NFPA representative requesting clarification or additional information. Such information must be provided within 30 days of the request; otherwise, the Application may be denied and no fees will be refunded.

If applicant is found to be ineligible to test based upon the selected eligibility pathway, applicant will receive a letter stating the same and providing possible next steps. No fees will be refunded.

If the Application is approved, applicant will receive a letter from NFPA advising applicant that they are a successful candidate, providing an Authorization to Test letter from NFPA, directing candidate to contact Prometric through their website to schedule a time to take the exam. At that time, candidate will have 90 days from the date of the letter to schedule a date and time to complete the exam at a Prometric testing center of candidate's choosing. Failure to do so will result in forfeiture of the fee and void candidate's eligibility status.

TIP: *PACE may only be taken at a Prometric testing center, and you must have the Authorization to Test letter in order to schedule the exam. Not all Prometric testing centers provide testing facilities for PACE.*

Application fees will be forfeited in their entirety if candidate has failed to take the exam within 90 days from the date of the Authorization to Test letter. Extensions to the Authorization to Test are rarely granted; however, a 60-day extension may be considered in cases of active duty military deployment, extreme crisis, or family emergencies and are subject to review by the Vice President and Director of Paralegal Certification. If an emergency situation arises where you cannot make your scheduled test appointment within the 90 day time frame, contact NFPA Headquarters immediately at certifications@paralegals.org or by calling (317) 454-8312.

SECTION 4. **Scheduling the Exam**

With Authorization to Test letter in hand, contact Prometric through its website to schedule a time to take the exam. After making the appointment, candidate will be provided instructions about the appointment, cancellation procedures, identification requirements, and testing facility location.

TIP: *NFPA is not involved in scheduling your appointment with Prometric. If you want to change or cancel your appointment to take PACE, you must do so by contacting the Prometric testing center listed in the Prometric confirmation email.*

Test Accommodations

As provided for in Section 4, test accommodations will be provided for a candidate with an ADA-approved disability who requests test accommodations in order to take the exam, provided the candidate meets the educational and experience prerequisites for the exam. If the candidate cannot take the exam under the standard test conditions, a request for test accommodations should be submitted with their eligibility application using the forms included in [Appendix H](#) as described in Section 4 above.

In considering a request from a candidate for test accommodations, NFPA is guided by a sense of equity and guidance by the DOJ Test Accommodation guidelines. Special accommodations are granted to give an approved candidate the opportunity to be examined in a manner equivalent to candidates, but not to provide an advantage over other candidates.

Extensions, Cancellations, and No-Shows

Candidate will be required to pay a rescheduling/cancellation fee if candidate cancels or reschedules their testing appointment less than 31 days before the scheduled test date. If the exam is rescheduled or cancelled during the 5-30 day period before the scheduled test day, the fee will be \$50.00 per reschedule/cancellation. If the exam is rescheduled or cancelled less than 5 days before the scheduled test date, the full testing fee will be charged. This fee will be assessed online if rescheduled or cancelled online at www.Prometric.com/NFPA, or by Prometric customer service if the exam is rescheduled or cancelled over the phone.

If a timely cancellation is made, candidate will be permitted to reschedule the exam date **within the same 90-day window following receipt of the confirmation notice.**

If candidate fails to cancel as outlined above, does not appear, or arrives late for the scheduled exam, the exam

fee will be forfeited. A candidate who forfeits the fee will be required to reapply and submit another fee (\$325 or \$350, depending on NFPA membership status) to be eligible to take the exam.

SECTION 5.

Introduction to Computerized Testing

When the candidate arrives at the Prometric testing center to take the examination, candidate will be allowed up to 15 minutes for a computerized tutorial in the form of a sample examination. The purpose of the tutorial is to familiarize the candidate with selecting answers and using testing features such as “Item Review” and “Help.” NFPA recommends that all PACE candidates take this extra time to focus on the computer screen and to ensure that they are fully aware of the features of computerized testing that will apply to the exam.

This sample examination allows the candidate to concentrate on *how* to operate the computer in order to complete the examination. Candidate does not need to be concerned with which answers are selected during the sample examination. There is no penalty for incorrect answers during the tutorial.

The computerized testing workstation will be equipped with a mouse. Candidate will complete the actual examination by selecting an answer to each question, also referred to as an item, and by choosing actions represented by various command buttons on the computer screen or monitor.

Each question is presented in a multiple-choice format, with one correct answer and three incorrect answers. Answers can be changed at any time before final submission of the exam. Candidate may mark questions to return, selecting “Help” for on-screen instructions, or review any items before ending the exam session. The time remaining on the exam also appears on the screen. Be sure to notify the proctor if there are any difficulties with the computer.

TIP: *Any time you spend using the on-line “help” function during your exam is deducted from the total exam time.*

Once all items have been answered to the candidate’s satisfaction, end the exam by choosing “End Test.” This submits the exam and no further review and/or edits can be made.

At the end of the exam, the candidate will receive instant results of the exam score. Candidate should ask the proctor for a print out of the results, if one is not offered. The results will also be added to candidate’s Prometric

profile, created when the exam was scheduled. Candidate will also be given the opportunity to provide feedback and comments to NFPA about the exam process and experience. Participation is optional; however, responses will help in the evaluation of the testing program.

If candidate’s contact information changes after submission of the Application, it is important that NFPA Headquarters is notified of the change. Prometric will provide the scoring results to NFPA. Successful candidates will also receive a congratulatory email and certificate from NFPA with instructions on how to maintain the RP credential.

Commonly Asked Questions

1. *Where are Prometric testing centers located?*
There are over 200 centers nationwide (located in all 50 states), which means that 80% of the United States population is within one hour’s drive of a Prometric testing center. Additionally, for active duty military candidates and their spouses approved to test overseas, there are Prometric testing centers located near overseas duty stations.
2. *How much computer experience is needed to test at a Prometric testing center?*
None. You will become familiar with the testing process through a 15-minute, on-screen tutorial lesson. On-Screen “help” is always available.
3. *Can I review my answers during the test?*
Yes, you may review your answers and mark questions for review. If sufficient exam time remains, you may return to those items marked “for review.” If the exam time expires before you complete the review of marked items, those items will be graded and will count toward your total score. You will be scored on the number of questions you answered correctly; **there is no penalty for guessing** so be sure you answer all the questions.
4. *What should I bring to the testing center?*
You must arrive at the testing center to sign in at least 15 minutes before your scheduled exam time. You must bring 2 forms of identification; one 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 only exception to this identification requirement is for US active duty military who only need bring their valid DoD Active Duty Military identification. The name on

all of the IDs must match the name used on the Application and the Authorization to Test letter, and the photo must validate the candidate's identity. A school ID, an employee ID, and a credit card are acceptable as secondary forms of identification provided the name, signature, and/or photo on the ID matches the government-issued ID and the confirmation letter you received from Prometric. Social Security Cards are not accepted.

No examination material will be allowed in the testing area. Prometric will provide pencils and scratch paper. You will not be allowed to take in water bottles or food. You will be assigned a locker for your personal belongings and given a key which you can take into the exam room with you.

5. *How much time will I have at the testing center to complete my examination?*
You will have up to 4 hours to complete the 200 multiple-choice questions on the examination. This time is in addition to the 15-minute, on-screen tutorial allowed for the examination.
6. *What if I'm unsure of how to operate the computer?*
A proctor, or Prometric testing center attendant, will be available for assistance before you begin your examination and throughout the 15-minute tutorial. Once you exit the tutorial, however, you may not return to it. Once your examination begins, the proctor cannot assist you with examination questions.
7. *When will I receive my examination score?*
You will receive results of your PACE score immediately after you complete the exam. Remember to request a print out from the proctor if one is not provided.

SECTION 6.

Examination Content Outline, Development, and Composition

[Appendix B](#) contains the exam specification for PACE. The specifications are the result of surveys of advanced level paralegals across the United States, initially verified by PES and later Prometric. These core activities cut across practice lines and are not state-specific. The skills were further verified by practicing paralegals, attorneys, and paralegal educators with guidance from the testing specialists at Prometric. Examination questions for PACE were developed by practicing paralegals and other content specialists under the guidance of testing specialists from

Prometric. **PACE consists of 200 multiple-choice questions lasting no more than 4 hours.**

PACE sample questions can be found in [Appendix C](#).

Each question on the exam has been vetted, verified, and the correct answer can be traced back to a widely available and reputable source.

Study Reference Guides

The following are suggested study reference guides. By no means does this constitute an all-inclusive list. A more substantial list can be found in NFPA's *PACE Study Manual*. 7th Ed. 2019.

ABA Model Guidelines for the Utilization of Paralegal Services

Adams, Anne, Basic Administrative Law for Paralegals (3d ed. Aspen 2006). 5th edition 2013

Alleman, Thomas B. & Frances B. Whiteside, Introduction to the Law of Torts 5th edition 2014 Harnes & Edern

American Bar Association, Model Rules of Professional Conduct, 2010, available at http://www.americanbar.org/groups/professional_responsibility/publications/model_rules_of_professional_conduct/model_rules_of_professional_conduct_table_of_contents.html ©2016

Baiker-McKee, Steven, et al., A Student's Guide to the Federal Rules of Civil Procedure 2017-2018

Barger, Coleen M., ed., ALWD Citation Manual, 3rd Ed., Association of Legal Writing Directors, (6th Ed. 2017)

Bar charts: www.barcharts.com

Barron's Law Dictionary 6th edition 2010

Bevans, Neal R., Introduction to the Law for Paralegals (2nd Edition, Aspen, October 1, 2007), ISBN-10: 0735569207 or ISBN-13: 978-0735569201

Beyer, Gerry W. & John C. Haft, Wills, Trusts, and Estates for Legal Assistants (Aspen 2002). 55th edition 2015

Black, Henry Campbell, Black's Law Dictionary (Abridged) 10th Edition 2014

Blanchard, R.D. Litigation and Trial Practice for the Legal Assistant, West Publishing Company

Block, Gertrude, Effective Legal Writing (Foundation Press) 5th Edition 2000

Blue Book (20th 2015)

Bouchoux, Deborah E., Intellectual Property for Paralegals: The Law of Trademarks, Copyrights, Patents, and Trade Secrets (West/Delmar). 4th edition 2012

Bouchoux, Deborah E., Cite Checker: A Hands-On Guide to Learning Citation Form (West/Delmar). 2 edition 2007

Brown, Gordon W. & Scott Myers, Administration of Wills, Trusts, and Estates (West/Delmar). 5th edition 2012

Brown, Valerie J., Legal Research Via the Internet (West/Delmar).

Bruno, Carole A. The Paralegal's Litigation Handbook, West Publishing Company

Buchbinder, David L., Basic Bankruptcy Law for Paralegals, 10th edition (February 21, 2017) Publisher: Wolters Kluwer ISBN-10: 145487340X ISBN-13: 978-1454873402

Burton, William C., Burton's Legal Thesaurus 5th Edition (2013) McGraw-Hill Education, ISBN 978-0-07-18881-0

Cannon, Therese A. and Aytch, Sybil Taylor, Concise Guide to Paralegal Ethics, Fifth Edition, Wolters Kluwer 2018) ISBN: 9781454873365

Cannon, Therese A. and Aytch, Sybil Taylor, Ethics and Professional Responsibility for Paralegals (Eighth Edition, Wolters Kluwer 2017) ISBN:9781454873372

Charrow, Veda R., et al., Clear and Effective Legal Writing (5th Edition, Wolters Kluwer), ISBN-10: 1454830948 and ISBN-13: 9781454830948

Cohen, Morris L., How to Find the Law (West) (updated annually) - ISBN-13: 978-0314743046 and ISBN-10: 0314743049

Cornick, Matthew S., A Practical Guide to Family Law (Edition 1, Cengage Learning) - ISBN-10: 0314044515 or ISBN-13: 9780314044518

Currier, Katherine & Thomas Eimmermann, Introduction to Paralegal Studies: A Critical Thinking Approach (5th Edition, Wolters Kluwer) - ISBN-10: 1454808780 or ISBN-13: 978-1454808787

Custis, Jerry M., Litigation Management Handbook (updated annually) (2016-2017 ed.), ISBN: 9780314646613.

Dukeminier and Stikoff. Wills, Trusts and Estates. 9th Edition

Eimmermann, Thomas. Fundamentals of Paralegalism. Aspen Publishing.

Elias, Stephen & Richard Stim, Patent, Copyright & Trademark, An Intellectual Property Desk Reference (Edition 14, Nolo, January 29, 2016), ISBN-10: 1413322212 or ISBN-13: 9781413322217

Elwell, Celia C. & Robert Barr Smith, Practical Legal Writing for Legal Assistants (1st Edition, West/Delmar 1996), ISBN: 9780314061157

Emery, Jack S., et al., Civil Procedure and Litigation (1st Edition, West/Delmar 2001), ISBN: 0314126368 or ISBN-13: 9780314126368

Enquist, Ann and Laurel Currie Oats, Just Writing: Grammar, Punctuation and Style for the Legal Writer, (5th Ed., 2017)

Everett, Pamela. Fundamentals of Law Office Management. West Publishing Company

Ezon, Jack S. & Jeffrey S. Dweck, E-Z Rules for the Federal Rules of Civil Procedure With Selected Statutes (10th Edition, Aspen, December 17, 2010), ISBN-10: 1454802502 or ISBN-13: 978-1454802501

Ezon, Jack S. & Jeffrey S. Dweck, E-Z Rules for the Federal Rules of Evidence (Aspen 2007).

Federal Rules of Appellate Procedure (West) (updated annually)

- Federal Rules of Civil Procedure (West) (updated annually)
- Federal Rules of Criminal Procedure (West) (updated annually)
- Federal Rules of Evidence (West) (updated annually)
- Feldman, Robert A. & Raymond T. Nimmer, Drafting Effective Contracts: A Practitioner's Guide (2d ed. Aspen) (updated annually)
- Fiske, Robert Hartwell, Dictionary of Concise Writing (Writer's Digest Books 1996)
- Fogel, Suzanne K. Practical Techniques for Legal Assistants, Legal Search and Management
- Frey, Martin A. & Phyllis Hurley, Essentials of Contract Law (West/Delmar 2001)
- Garner, Bryan, A Dictionary of Modern Legal Usage (2d ed. Oxford 1995)
- Goldman, Thomas, Technology in the Law Office, (4th Ed. 2016)
- Goldman, Thomas, The Paralegal Professional Essentials 4th Edition (Pearson 2013)
- Good, C. Edward, Mightier than the Sword: Powerful Writing in the Legal Profession (Blue Jeans Press 1989)
- Hall, Daniel E. and John P. Feldmeier, Constitutional Law – Governmental Powers and Individual Freedoms, 2nd Ed., 2012 (3rd Ed., 2017)
- Hall, David E., Criminal Law and Procedure (4th ed. West/Delmar 2004)
- Hamilton, Robert W., The Law of Corporations: In a Nutshell (5th ed. (Nutshell Series) West 2000)
- Helewitz, Jeffrey A., Basic Contract Law for Paralegals (5th ed. Aspen 2007)
- Helewitz, Jeffrey A., Basic Law Office Management for Paralegals (Panel Publishing 1998)
- Helewitz, Jeffrey A., Basic Wills, Trusts, and Estates for Paralegals (2d ed. Aspen 2005)
- Helewitz, Jeffrey A., Elder Law (West/Delmar 2001)
- Kane, Mary Kay, Civil Procedure in a Nutshell (6th ed. (Nutshell Series) West 2007)
- Kerle, Peggy, Computers and the Law (NFPA 1991)
- Kubasek, Nancy K., et al., The Legal Environment of Business: A Critical Thinking Approach (4th ed. Prentice Hall 2006)
- Larbalestrier, Deborah, Paralegal Practice and Procedure (3d ed. Prentice Hall 1994)
- LeClercq, Terri, Expert Legal Writing (University of Texas Press 1995)
- LeClercq, Terri, Guide to Legal Writing Style (4th ed. Aspen 2007)
- Long, Judy A., Computer Aided Legal Research (West/Delmar 2003)
- Long, Judy A., Legal Research Using the Internet (West/Delmar 2000)
- Maerowitz, Marlene A. & Thomas A. Mauet, Fundamentals of Litigation for Paralegals (5th ed. Aspen 2006)
- McCord, James. The Litigation Paralegal. West Publishing Company
- Miller, Roger LeRoy & Mary Meinzenger Urisko, West's Paralegal Today (3d ed. West/Delmar 2004)
- Mostert, Frederick W. & Lawrence E. Apolzon, From Edison to iPod, Protect Your Ideas and Make Money (DK Publishing 2007)
- Moye, John E., The Law of Business Organizations (6th ed. West 2005)
- NALA Manual for Legal Assistants, A General Skills and Litigation Guide for Today's Professionals (6th ed. Delmar 2014)
- NFPA, Model Code of Ethics and Professional Responsibility and Guidelines for Enforcement, available at <http://www.paralegals.org/associations/2270/files/>

[Model Code of Ethics 09_06.pdf](#) (last visited Dec. 30, 2010)

NFPA, *PACE Study Manual*. 7th Ed. 2019

Noyes, Dianna L., *The California Probate Paralegal* (Carolina Academic Press 2007)

Okrent, Cathy J., *Legal Terminology* (2d ed. West/Delmar 2001)

Oran, Daniel, *Oran's Dictionary of the Law* (4th ed. West/Delmar 2000)

Orlik, Deborah K., *Ethics of the Legal Professional*, (8th Ed. 2014)

Patterson, Susan R. & D. Grant Seabolt, *Essentials of Alternative Dispute Resolution* (Pearson 2001)

Putman, William H., *Legal Analysis and Writing for Paralegals* (2d ed. West/Delmar 2003)

Schneeman, Angela, *The Law of Corporations, Partnerships and Sole Proprietorships* (3d ed. West Legal Studies 2002)

Schroder, Cynthia Bandars, *Civil Interviewing and Investigation for Paralegals* (3d ed. West/Delmar 1999)

Slossberg, Lynn T., *The Essentials of Real Estate Law for Paralegals* (West/Delmar 1999)

Statsky, William P. & John R. Wernet, Jr., *Case Analysis and Fundamentals of Legal Writing* (4th ed. West 1994)

Statsky, William P., *Introduction to Paralegalism* (6th ed. West/Delmar 2003)

Statsky, William P., *Legal Research and Writing - Some Starting Points* (5th ed. West 1998)

Stein, Richard, *Intellectual Property: Patents, Trademarks & Copyrights* (West/Delmar 2001)

Strunk, William, Jr. and E.B. White, *The Elements of Style*, 4th Ed., 2000

Teppler, Pamela. *Basic Legal Writing*, Glencoe

West, Charles. *The Systems Approach*. Available in Google Books by Dell Publishing Company

Wydick, Richard C., *Plain English for Lawyers* (4th ed. Carolina Academic Press 1998)

Wiley & Sons, *Procedures and Forms*, 2nd Edition

SECTION 7.

Scoring

PACE is scored on a scale score. The scale is an arithmetic conversion of the raw score. Because PACE has multiple exam forms, and the exam forms may vary slightly in their level of difficulty, the scale score is used to ensure the different forms have the same meaning.

The scale for PACE ranges from 300 points to 700 points. **The passing score is 550 points.** While the passing score of 550 does not change, the number of questions answered correctly to achieve a score of 550 can change. If the exam form contains questions assigned a lower point value, the candidate will be required to answer more questions correctly to achieve the 550 score. Conversely, if the exam form is more difficult, the candidate will be required to answer fewer questions correctly to achieve the 550 score. Candidates are not unfairly rewarded or penalized because the exam form was less challenging or more difficult.

The exams are periodically updated and the passing score and weighting of the questions is set with each new exam form.

As previously stated, candidates are provided "instant results" of their examination at the Prometric Testing Center upon completion of the exam.

Passing the Exam

After a candidate has successfully passed PACE, the candidate will receive a certificate from NFPA authorizing the use of the credential "PACE Registered Paralegal" and the credentials "RP" behind the candidate's name, in addition to the title of paralegal, legal assistant, etc as well as, information for maintaining the credentials

Retaking PACE

If the candidate fails the exam, the candidate is eligible to submit a new Application together with the fee (\$325 or \$350, on NFPA membership status) no earlier than 6 months after the date of the failed examination. The then applicant may also apply to waive the 6 month waiting period and retest at applicant's own risk no earlier than 4 weeks after the original exam date and before the next scheduled scoring run. The Application to Waive the Six

Month Waiting Period is available at www.paralegals.org via the Submittable Portal with the sample of the required information contained in [Appendix G](#). The additional testing fees would be submitted at the applicant's own risk and no fees will be refunded.

If an applicant reapplies within 2 years of the date of the exam, there is no need to resubmit copies of the supporting documentation, however (effective October 2018), there is a limit of 3 attempts in any 2-year period to take the exam (*i.e.*, the initial attempt plus 2 retakes).

When completing and submitting a new Application, applicant must indicate this is a retake of PACE and must include the number of previous attempts and the dates thereof.

SECTION 8. **Maintenance of RP Credential**

To maintain the RP credential, the RP must complete 12 hours of CLE in a legal or specialty field every 2 years from the date the exam was taken and successfully passed. At least 1 hour of the 12 required CLE hours must be in legal ethics. Dual credentialed paralegals in good standing, holding both the CRP and the RP credentials, may use the same CLE hours required in both renewal processes, so long as the hours are completed within the 2-year time period, according to their renewal date. See the links about an RP's CLE requirement at www.paralegals.org (click on Renewing Your Credentials under Paralegal Certification). CLEs that exceed the 2 year limitation will not be accepted as part of the renewal.

TIP: *The deadline for submitting proof of completion of the required CLE credits is the 2-year anniversary from the date the exam was taken and passed – not the date the official results were received from NFPA.*

RPs should plan to submit their renewal Application, statement, and CLE evidence approximately 60 days prior to the renewal deadline, but no more than 6 months in advance of the renewal date. NFPA will send a reminder to the email address on file from the RP database before the renewal deadline. RP has an obligation to notify NFPA if RP's contact information (including e-mail address) changes to ensure that accurate information is maintained. Any changes can be sent by e-mail to certifications@paralegals.org. Failure to receive a reminder email from NFPA is not a valid excuse for missing the renewal deadline – calendaring this important renewal date is the responsibility of every RP.

Failure to receive a reminder email from NFPA will not be considered a justifiable reason for NFPA to approve a Request for Extension, nor will it prevent

possible temporary or permanent suspension of the credential.

Evidence of meeting the continuing education requirements must be submitted using the online [PACE Renewal Application](#). Proof of the completed CLE hours must be submitted for all NFPA-approved CLEs used to support the renewal Application. The certificate of completion or attendance must state: (1) it is approved by NFPA, a Bar Association, or other NFPA-approved provider, (2) the number of CLE hours awarded, (3) the type of CLE, and (4) the date of completion. For more details about the CLE requirements in [Appendix E](#).

DO NOT submit a CLE approval request and Renewal Application at the same time. DO NOT submit a non-NFPA approved CLE as supporting documentation without first having it approved by the NFPA CLE Coordinator.

CLEs not pre-approved by one of the NFPA-approved organizations must be submitted to the NFPA CLE Coordinator first, together with the appropriate review fee. Once approved, the CLE Coordinator will provide a CLE Approval Certificate ("CLE Certificate) that should be submitted in conjunction with the corresponding CLE Certificate in support of a Renewal Application. (See NFPA CLE guidelines at www.paralegals.org for more information).

The completed Renewal Application containing the Affidavit, supporting documentation, and the CLE Certificate(s) must all be submitted at one time to NFPA with the appropriate renewal fee (Members \$50, Non Members \$75.00). CLE approval requests must be submitted to the NFPA CLE Coordinator at least 90 days prior to the RP's renewal deadline to allow adequate time for review, approval, and the provision of a letter from NFPA verifying the CLE hours listed as part of the renewal. The CLE approval process must be completed in advance of submitting a completed Renewal Application.

An administrative fee of \$50 must accompany a [Request for Extension](#) of up to 60 days and must include an explanation for the request and will be reviewed by the VPDPC. The administrative fee will be assessed as a late fee if the Renewal Application is not received prior to the renewal deadline and requires a retroactive extension request to the date of the missed renewal. Requests for Extensions or Retroactive Extensions exceeding 60 days must be reviewed by the Standards Committee and the accompanying \$50 administrative fee must be submitted in advance of the review. Questions about renewal of the RP status should be directed to the Vice President and Director of Paralegal Certification in an e-mail to VPDPC@paralegals.org. No Extension Requests or

Retroactive Extension Requests may exceed six months in length, except for exceptions approved for active duty military deployment, extreme crisis, or family emergencies subject to the initial review by the Vice President and Director of Paralegal Certification.

SECTION 9.
Miscellaneous

Suspension and Revocation

The Standards Committee or its designee shall revoke or suspend the RP credentials as described below.

The RP credential shall be **suspended** for a period not longer than 60 days based upon any of the following:

1. Failure to file a Renewal Application with Management Company by the renewal deadline;
2. Failure to meet CLE requirements by the renewal deadline; or
3. Failure to provide the appropriate evidence of continuing education by the renewal deadline; or
4. Failure to pay the renewal fees by the renewal deadline.

The RP credential shall be **revoked** based upon any of the following:

1. Failure to renew the credential, complete the extension process within 2 months of the renewal date, **or** complete the required CLEs during a pre-approved “inactive status”;
2. Knowingly making a false statement or misrepresentation deemed material to the Application, registration statement, or status of credentials or renewals;
3. Knowingly and intentionally disclosing any or all exam questions;
4. Suspension, termination, or revocation of a certification, registration, or license to practice by a professional organization, court, disciplinary board, or agency in any jurisdiction;
5. Conviction of a felony or comparable crime as defined by an individual state that does not have a felony designation;

6. Becoming the subject of a second suspension pursuant to Section 6 of the Paralegal Certification Policies and Procedures.

With the exception of Item 1 above, the RP credential shall be permanently revoked based upon the above stated reasons.

The Standards Committee will usually respond to all Requests for Appeals with an approval or denial decision within 15 days of the date the appeal is submitted unless stated otherwise or more information is requested (10 days for the Standards Committee to review and deliberate and 5 days for transmissions to and from the appellant). Individuals do not have the right to appear in person, bring witnesses, or be represented by counsel. The Standards Committee is under no obligation to provide an analysis with their decision, but they may, if they choose to do so.

Final decisions issued by the Standards Committee may be appealed to the NFPA Board of Directors no later than 30 days after a final decision by the Standards Committee.

However, should an individual’s revocation be due to a failure to timely renew their credential, the individual **may** apply for a retroactive extension after the credentials have expired, but no later than six months after the credential renewal deadline has passed, by directing their request via first class mail to the Vice President and Director of Paralegal Certification, NFPA Headquarters, [9100 Purdue Rd., Ste. 200, Indianapolis, IN 46268](mailto:VPDPC@paralegals.org), or via email to VPDPC@paralegals.org. The Appeal Request must be made no later than 30 days from the date of the Notice of Revocation and must set forth justification for such an extension. The retroactive extension will be reviewed by the Standards Committee. Additional information or documentation may be requested by the Standards Committee in support of the Request for Extension or Retroactive Extension. The individual shall provide the requested information or documents within 30 days of the written request or the request will be denied.

Should any individual holder of an RP credential fail to submit the appropriate renewal documentation or complete the retroactive extension process within the stated deadlines; **and** the individual’s credentials have been revoked; **and** an appeal or Request for Extension is denied by the Standards Committee, said individual will be required to reapply to determine eligibility, retake, and pass the exam in order to have the RP credential reinstated.

Should the Board of Directors uphold a denial by the Standards Committee, the individual 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, to the following address:

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

For more detailed information on suspension and revocation procedures, contact the Vice President and Director of Paralegal Certification at VPDPC@paralegals.org.

Requests for Exceptions and Appeals Process

Requests for exceptions or appeals of any of the policies stated within this Handbook should be in submitted in writing and addressed to the Vice President and Director of Paralegal Certification at:

NFPA Headquarters
9100 Purdue Rd., Ste. 200
Indianapolis, IN 46268

Requests can also be submitted through NFPA Headquarters by e-mailing VPDPC@paralegals.org.

If an individual with suspended or revoked credentials is communicating with the intent to request an official appeal, the communication, whether in writing or via e-mail, they must state as such in the written communication. At the time of appeal request, the requesting individual must also provide all evidence that the Standards Committee and or the NFPA Board should consider.

The following exceptions and appeals will be reviewed by the Vice President and Director of Paralegal Certification:

- Renewal or Retroactive Extensions under 60 days.
- ADA Test Accommodation Requests.
- Waiver of Six Month Waiting Period to Retake the Exam.

If the individual is dissatisfied with the decision of the Vice President and Director of Paralegal Certification, the individual may request a review of the decision by the Standards Committee within 30 days from the date the

Vice President and Director of Paralegal Certification renders an opinion. The Standards Committee's decision may also be appealed to the Board of Directors of NFPA within 30 days from the date the Standards Committee renders a decision.

The Standards Committee will usually respond to all Requests for Appeals with an approval or denial decision within 15 days of the date the appeal is submitted unless stated otherwise or more information is requested (10 days for the Standards Committee to review and deliberate and 5 days for transmissions to and from the appellant). The Standards Committee is under no obligation to provide an analysis with their decision, but they may, if they choose to do so.

The following exceptions and appeals will be reviewed by the Standards Committee:

- Appeals from candidates whose Applications to sit for exams are denied.
- Appeals from individuals whose certification has been revoked.
- Denials of requests for extensions.
- Current or retroactive extensions exceeding 60 days.
- Appeals from individuals whose renewal extension was denied.
- Requests for an Eligibility Criterion Exception.
- Requests to approve "Inactive" status for an RP in good standing for a period of up to 4 years.
- Requests for reactivation of an "Inactive" RP.
- Requests to approve "Emeritus" status of a paralegal who meet specific the Emeritus criteria.

The NFPA Board shall review any appeal of a Standards Committee decision at the next regularly scheduled Board of Directors meeting and respond to individual, in writing, within 10 days of such meeting. Individuals do not have the right to appear in person, bring witnesses, or be represented by counsel. The NFPA Board is under no obligation to provide an analysis with their decision, but they may, if they choose to do so.

Should the Board of Directors uphold a denial by the Standards Committee, the individual 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, to the following address:

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

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

Arbitration Clause

Any controversy or claim arising out of or relating to the Application shall 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 shall be conducted in Seattle, Washington, unless another place is selected by mutual agreement of the individual 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 individual is eligible to take PACE.

APPENDIX A

Summary of Education and Substantive Paralegal Work Experience Criteria

Requirements are:

- A minimum of four years of substantive paralegal experience obtained on or before December 31, 2000; OR
- An associate's (2-year) degree in paralegal studies obtained from an institutionally accredited **and/or** ABA-approved paralegal education program **and** at least 6 years of substantive paralegal experience; OR
- An associate's degree in any course of study obtained from an institutionally accredited school **or** ABA-approved program **and** at least 7 years of substantive paralegal experience; OR
- An associate's degree in any course of study obtained from an institutionally accredited school **or** ABA-approved program, successful completion of the PCCE, **and** 2 consecutive renewals of the CRP credential; OR
- A bachelor's degree in any course of study from an institutionally accredited **or** ABA-approved school **and** at least 3 years of substantive paralegal experience; OR
- A bachelor's degree in paralegal studies from an institutionally accredited **or** ABA-approved school **and** at least 2 years of substantive paralegal experience; OR
- A member of the active duty, retired, former military, or the reserve component of any branch of the US Armed Forces, qualified in a military operation specialty with the rank of at least an E6 in a paralegal rate as a Staff Sergeant (Army and Marines), Petty Officer First Class (Navy), Technical Sergeant (Air Force), or higher as a supervisory paralegal within that branch of service **and** 12 hours of CLE, including 1 CLE hour of ethics, within 2 years preceding the Application.

To read this chart, first identify the appropriate education category in the first column. The amount of substantive paralegal experience needed to be eligible to take PACE is in the second column. Please note that post-graduate education may NOT be substituted for the experience requirement.

Education (institutionally accredited institution or ABA-approved program) ¹	PLUS	Substantive Paralegal Experience ²
NO bachelor's degree or paralegal certificate		A minimum of four years of substantive paralegal experience obtained on or before December 31, 2000 (Grandfather Exception).
NO bachelor's degree or paralegal certificate	+	A member of the active duty, retired, former military, or the reserve component of any branch of the US Armed Forces, qualified in a military operation specialty with the rank of at least an E6 in a paralegal rate as a Staff Sergeant (Army and Marines), Petty Officer First Class (Navy), Technical Sergeant (Air Force), or higher as a supervisory paralegal within that branch of service and 12 hours of CLE, including 1 CLE hour of ethics, within 2 years preceding the Application.
Bachelor's degree in any field (no paralegal certificate)	+	At least 3 years of substantive paralegal experience.
Bachelor's degree in Legal Assistant Studies or Paralegal Studies	+	At least 2 years of substantive paralegal experience
Bachelor's degree in any subject, plus a paralegal certificate	+	At least 2 years of substantive paralegal experience
Associate's degree in Paralegal or Legal Assistant Studies	+	At least 6 years substantive paralegal experience
Associate's degree in any course of study	+	At least 7 years of substantive paralegal experience
Associate's degree in any course of study	+	Successful completion of the PCCE and 2 consecutive renewals of the CRP credential

¹ Copies of transcripts must be provided for all degrees. Degrees obtained outside the United States must be accompanied by a professional evaluation of equivalency to United States degrees.

² Substantive paralegal experience gained as a part-time paralegal will be counted hour-for-hour against experience requirements. Substantive paralegal work experience must be directly related to the role of a paralegal. An applicant may combine experience from more than one employer to meet the experience requirements. See Section 2, **Substantive Paralegal Work Experience Criteria**, for additional details.

APPENDIX B
PACE Test Specifications

Tasks in Domain I.

Execution of Client Legal Matters – 26 Statements

Task Statements

1. Prepare binders for interviews with clients and depositions
2. Stay current on legal technology
3. Manage databases
4. File legal documents using the federal court electronic filing system
5. Update and maintain stock record databases for clients
6. Prepare stock certificates and maintain stock records
7. Prepare and oversee closing checklists
8. Order certificates of existence (or equivalent) and copies of corporate documents from appropriate state authority
9. Assist lawyers in preparation of SEC filings with regard to securities offerings and other dealings
10. Prepare for and attend transaction closings
11. Create and maintain data rooms for client due diligence and corporate documents
12. Compile and assemble documents and prepare closing index for closing books
13. Perform conflict checks; obtain detailed information about client and all adverse parties
14. Docket deadlines and reminders
15. Create and balance trust account ledger
16. Preparation and/or organization of electronic files
17. Draft engagement letters
18. Create and implement legal hold for data preservation
19. Prepare minute books, maintain corporate databases and file annual reports with state authority
20. Set up and configure logistics for hearings, trials and other official proceedings (may include electronic testing and set up before proceeding, confirming availability of certain electronics at venue, confirming training of location specific equipment, maintaining a hearing toolkit containing extension cords, tape, chargers, etc.)
21. Timely record documents and UCCs in proper jurisdictions
22. Based on acquisition and loan closing statements, confirm all closing funds are wired to or transferred to attorney's appropriate escrow account, prepare all disbursements and wire transfers, reconcile and balance funds, and coordinate disbursements and wires
23. Research and update contact information
24. Conduct background and criminal record checks

25. Take notes during hearings, meetings and other case related events
26. Perform all duties according to ABA and NFPA's ethical guidelines

Tasks in Domain II. <i>Development of Client Legal Matters – 29 Statements</i>
Task Statements

1. Obtain information about who the client is and who the adverse parties are for a particular case
2. Collect, manage, and preserve electronically stored information (ESI)
3. Act as a liaison between clients, counsel, courts, and other parties to disseminate Information
4. Attend organizational meetings with clients and/or lawyers to take instructions, obtain information, report on status of matters and recommended course of action
5. Communicate with clients and arranges the execution of relevant documents (i.e. merger, change of corporate structure)
6. Obtain and complete requisite applications and corporate consents for business and not-for-profit corporations
7. Prepare capitalization tables
8. Develop protocols for data classification, collection and searching
9. Order title and trio reports and review accuracy of same
10. Prepare, identify and record real property documents such as deeds, liens, record abstracts, construction liens, and post recording notices
11. Review, analyze, select, and compile/organize key documents for use by attorney (may be used as exhibits or supportive documents for a number of documents/arguments)
12. Determine legal names of the party entities, send out initial conflict check to firm, document responses, and review any conflicts with attorney
13. Open files based on research of legal party entities and results of conflict check
14. Assist attorney with various pleadings and legal documents, prepare and review documents, prepare and attach exhibits, prepare final accounting documents as necessary for final submittal
15. Coordinate preparation of new surveys and provide instructions to surveyors
16. Coordinate title searches and document requests with title agents, vendors, and attorneys
17. Determine proper jurisdictions and coordinate lien searches with title attorneys and search companies
18. Request payoffs and other information regarding the bank's borrowers
19. Retrieve lien releases, surveys and other necessary documents from court records, clients, other firms and parties

20. Liaison with clients: assist clients and third parties with inquiries and document requests
21. Receive and discuss with attorney inquiries from outside firms on closing files and firm's clients
22. Consult with attorney on client needs, closing and title issues and problems, and any other matters necessary to his evaluation and attention
23. Prepare, file, and arrange to serve subpoenas
24. Prepare witnesses for testimony
25. Prepare for arbitration and mediation
26. Provide experts with necessary documents
27. Prepare living wills, health care proxies, durable powers of attorney
28. Organize client financial records to initiate will/trust preparation
29. Calculate federal and local estate taxes

Tasks in Domain III.

<i>Factual Legal Research and Writing – 32 Statements</i>
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Task Statements

1. Conduct legal research and investigation
2. Interview clients and witnesses
3. Locate and interview expert witnesses
4. Conduct jury research
5. Determine best authority, primary and secondary sources, validate research for accuracy, apply legal research to client's particular matter
6. Review and keep abreast of changes to the Federal Rules of Civil Procedure
7. Review and keep abreast of changes to the Federal Rules of Evidence
8. Review changes to charter documents and other corporate documents
9. Drafting pleadings, correspondence, motions, discovery responses, and specialty-related documents
10. Analysis and summarization of legal research in proper legal memorandum form
11. Prepare factual summaries
12. Prepare deposition summaries
13. Prepare declarations and affidavits for attorney fees and costs, cost bills, assignment of judgments or claims, and judgments
14. Process requests for disclosure under the Freedom of Information Act (FOIA)
15. Work with lawyers to prepare all documents required to form corporations (both profit and nonprofit), limited liability companies, and any other type of business entity in any state
16. Review, summarize, and analyze corporate records, compile information, and recommend course of action to correct deficiencies
17. Assist lawyers with corporate reorganizations, share or asset purchase transactions, or tax reorganizations including the coordination of closing

- documents, searching status, filings, reports and other matters, summarizing search results, preparation of documents and checklists, and assisting with corporate due diligence
18. Prepare draft responses to auditor's requests for information
 19. Assist lawyers in the preparation and filing of UCCs (including review of security documents to ascertain collateral description) and perform and review UCC search requests
 20. Assist attorney with due diligence searches, including litigation, UCC, and corporate status searches
 21. Review, organize and prepare responses to audit inquiries from clients
 22. Perform litigation, UCC, and lien searches and review and summarize results
 23. Review security agreements and prepare UCC financing statements
 24. Prepare Articles/Certificates of Incorporation/Organization/Registration to form entities and/or assume business registrations in domestic and foreign jurisdictions
 25. Prepare bylaws or LLC Agreements
 26. Prepare resolutions/actions for varying types of transactions
 27. Prepare Officer/Secretary/Incumbency Certificates and Guarantees for transactions
 28. Prepare stock certificates and appropriate transfer documents
 29. Prepare correspondence, escrow letters, closing documents (i.e., deeds, mortgages, assignments, agreements, affidavits, guaranties, UCC financing statements, exhibits, satisfactions, terminations, amendments, and legal descriptions), closing binders, title insurance commitments and owner, loan and leasehold title insurance policies
 30. Factual research and review of contracts, property titles, tax records, liens and encumbrances, easements, surveys, documents and other information for clients and closings
 31. Prepare cover letters and deliver closing documents, title documents, final recorded documents and title policies to proper parties by firm messenger, icloud or disk
 32. Conversant with the Uniform Probate Code and the Uniform Trust Code

Tasks in Domain IV.
<i>Office Administration – 18 Statements</i>
Task Statements
<ol style="list-style-type: none"> 1. Apply ethical rules and concepts to practical situations 2. Keep up-to-date on technology needed to perform job (firm document saving system, iCloud programs, saving and manipulation of Adobe/pdf files and data, efilng documents with courts, scanners, OCR programs, and other office equipment)

3. Keep abreast of law related to attorney's practice or of relevance to firm by taking webinars, receiving updates by subscription, reading legal literature and journals, and educate attorneys and/or general public
4. Track and maintain hours, both billable and non-billable, in a timely manner in accordance with policies
 5. Open and maintain electronic and physical case files
 6. Use document management systems to store and retrieve electronic files
 7. Monitor and comply with court deadlines
 8. Coordinate workflow
 9. Maintain confidentiality
 10. General knowledge in computer applications
 11. Identify trial technology tools and implement tools at trial
 12. Keep comprehensive list of attorney's client matters
13. Maintain calendar, contract deadlines, due diligence dates, and tickler items
14. Keep both paper copy client file and digital file current and complete by copying, scanning and organizing documents, faxes and emails, retaining any attorney handwritten notes, and storing any email communications in digital files
15. Prioritize workload and set deadlines
16. Manage and enlist legal assistants and office assistants to assist with administrative tasks
17. Review file, complete any needed tasks, organize before closing the file and returning to file room
18. Review and process vendor invoices

APPENDIX C
Sample PACE Questions

1. Three years ago, a firm represented X's business in a real estate closing. X's spouse is now seeking the firm's representation in a divorce case. The appropriate next step would be to:
 - a. Inform both parties and seek their consent to the firm's representation of both.
 - b. Inform only X's spouse of the firm's previous representation of X's business.
 - c. Seek only X's consent to the firm's representation of X's spouse.
 - d. Inform neither party of the firm's representation of both.
2. Which of the following describes the correct course of action when the results of binding arbitration are unacceptable to any party in a lawsuit?
 - a. Nothing further can be done, and the parties must accept the results.
 - b. An application is made to the court to conference the case with the magistrate.
 - c. A motion for new arbitration is filed within 30 days.
 - d. A *trial de nova* is filed within 30 days to restore the case to the court docket.
3. Which one of the following kinds of deeds offers the most protection to the buyer?
 - a. Quitclaim
 - b. Warranty
 - c. Trustee
 - d. Survivorship
4. The phrase "indemnify and hold harmless" refers to a(n):
 - a. Commitment by one party to the other party to repay in the event of a specified loss.
 - b. Obligor's responsibility to bear all losses in a contract dispute.
 - c. Injured party's ability to recover one-half of its losses from each party to the contract.
 - d. Injured party's ability to recover all losses in unequal shares from both parties to the contract.
5. Which federal statute enables any citizen, upon proper request, to obtain documents from a federal agency?
 - a. Open Records Act
 - b. Freedom of Information Act
 - c. Administrative Communications Act
 - d. Privileged Information Act
6. A paralegal interviews a prospective client on a personal injury matter. The client is accompanied by her boyfriend. The interview takes place in the firm's conference room. A secretary is present to assist in note taking. The attorney decides not to accept the case. Which of the following facts is most likely to cause the conversation *not* to be privileged?
 - a. The presence of the secretary.
 - b. The attorney's declining representation.
 - c. The prospective client's bringing her boyfriend.
 - d. A paralegal's conducting the interview.

7. Which of the following is true regarding the production of documents under the Federal Rules of Civil Procedure?

- a. The plaintiff may not be compelled to produce documents.
- b. A person not a party to the suit may be compelled by subpoena to produce documents.
- c. Other than documents, no tangible evidence can be compelled to be produced.
- d. A written response to a subpoena must be forwarded within 60 days of the request.

8. A paralegal working on a case involving a federal statute becomes aware that the agency that administers the statute just promulgated a regulation that may affect the case. The best place to look for this regulation would be:

- a. Federal Practice and Procedure
- b. Federal Register
- c. Code of Federal Regulations
- d. United States Code

9. A letter sent to the defendant's insurer that summarizes the plaintiff's injuries, lost wages, medical treatment, and medical bills and requests monetary compensation is commonly known as:

- a. A statement of damages
- b. A demand letter
- c. A memorandum of law
- d. An opinion letter

ANSWERS

- Question 1. a
- Question 2. d
- Question 3. b
- Question 4. a
- Question 5. b
- Question 6. c
- Question 7. b
- Question 8. b
- Question 9. b

APPENDIX D

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 Standards Committee. In order to apply for a review, you will need to provide the Standards Committee with a program catalog, institution catalog, and course syllabi. The review process can take up to 45 days, and the Standards Committee will issue a 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 Standards Committee.

New England Association of Schools and Colleges
Vincent Ferrandino, Executive Director
209 Burlington Road
Bedford, MA 01730-1433
Phone: (617) 271-0222
Fax: (617) 271-0950
(CT, ME, MA, NH, RI, VT)

Middle States Association of Colleges and Schools
Jean Avent Morse, Executive Director
3624 Market Street
Philadelphia, PA 19104
Phone: (215) 662-5606
Fax: (215) 662-5950
(DE, DC, MD, NJ, NY, PA, PR, USVI)

North Central Association of Colleges and Schools
Patricia A. Thrash, Executive Director
30 North LaSalle Street, Suite 2400
Chicago, IL 60602
Phone: (312) 263-0456 or (800) 621-7440
Fax: (312) 263-7462
(AZ, AR, CO, IL, IN, IA, KS, MI, MN, MO, NE, NM, ND, OH, OK, SD, WV, WI, WY)

Northwest Association of Schools and Colleges
Joseph A. Malik, Executive Director
3700-B University Way, N.E.
Seattle, WA 98105
Phone: (206) 543-0195
Fax: (206) 685-4621
(AK, ID, MT, NV, OR, UT, WA)

Southern Association of Colleges and Schools
James T. Rogers, Executive Director
1866 Southern Lane
Decatur, GA 30033-4097
Phone: (404) 679-4501 or (800) 248-7701
Fax: (404) 679-4558
(AL, FL, GA, KY, LA, MS, NC, SC, TN, TX, VA)

Western Association of Schools and Colleges
Community and Junior Colleges
John C. Petersen, Executive Director
P.O. Box 70
Aptos, CA 95001
Phone: (408) 688-7575
Fax: (408) 688-1841

Western Association of Schools and Colleges
Senior Colleges and Universities
Ralph Wolff, Executive Director
c/o Mills College, Box 9990
Oakland, CA 94613-0990
Phone: (510) 632-5000
Fax: (510) 632-8361
(CA, HI, American Samoa, Guam, Commonwealth of the Northern Mariana Islands)

American Bar Association
750 N. Lake Shore Drive
Chicago, IL 60611
Phone: (312) 988-5617
Fax: (312) 988-5677

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 E
CLE Guidelines
See also NFPA website

Credit for Attendance at CLEs

To maintain and renew the RP credentials, the individual holder must complete 12 CLE hours, including 1 CLE credit in ethics, every 2 years. The individual must then submit the CLE Certificates with the Renewal Application and appropriate fee to NFPA. It is not enough to say that legal ethics was included throughout a seminar. The CLE Certificate must clearly state that the CLE has been approved for a certain number of CLE credits “in ethics.” Dual-credentialed paralegals in good standing holding both the CRP and the RP credentials may use the same CLE hours required in both renewal processes, so long as they are completed within the 2-year renewal period since their last renewal deadline. The CLE must comply with the NFPA CLE Approval processes outlined below to be accepted in support of an application.

NFPA Approved CLEs

For NFPA credential applications and credential renewals, the applicant/holder does not need to apply for approval of the CLEs by NFPA if the CLE Certificate bears approval from any of the following organizations on the CLE Certificate.

NFPA automatically accepts CLE hours awarded by:

- NFPA member associations
- Bar associations
- Courts of all jurisdictions within the United States
- Inns of court
- National Association of Legal Assistants, Inc. (NALA) or American Alliance of Paralegals, Inc. (AAPI) - either sponsored by them or bearing their accreditation on the certificate of attendance (must be noted on the certificate)
- JAG Legal Center & School CLE

The CLE Certificate must: state that it is approved for CLE by one of the organizations noted above, indicate the date of CLE completion, indicate the number of CLE hours awarded and the type of CLE (*i.e.*, general or ethics) and the date of completion should be within the 2-year renewal period. All other CLEs must be approved by the NFPA CLE Coordinator **in advance** of submitting the CLE Certificates as part of an Application. Submitting an application with CLEs that do not comply with these requirements may delay the review of an application or be cause for denial of an application. For more information on obtaining CLE approval, *see* the NFPA website for more information at www.paralegals.org.

CLEs Not Pre-Approved by NFPA

All other CLEs not pre-approved by the organizations noted above, or whose CLE Certificates do not comply with the requirements noted above, must be reviewed and approved by the NFPA CLE Coordinator **in advance** of submitting the CLE Certificates to support an Application.

For an individual to submit a CLE for review by the CLE Coordinator, click on the [Application for CLE Credit](#), fill out the form, provide a copy of the seminar brochure, speaker bio, and seminar outline and pay the appropriate fee. Allow 60 days for processing of all CLE approval requests. This CLE review should be factored into the timeline for submitting a renewal application, given the CLE approval process must be completed before submitting a renewal application. Delays in the review process due to not obtaining proper advanced CLE approval or not providing additional requested information or CLE approval certificates when requested by the application reviewer may be cause for the application to be denied. No refunds will be awarded if an applicant does not obtain the appropriate CLE approvals in advance of submitting their renewal application. It is the responsibility of the applicant to ensure that the CLEs submitted in support of their application comply with NFPA’s CLE policies. For more information on obtaining CLE approval, *see* the NFPA website for more information at www.paralegals.org.

For CLE Providers not listed in the above pre-approved list, the Provider may request NFPA approval for their individual CLE courses by submitting the [Application for Continuing Legal Education Credits – all other CLE providers](#), submitting the requested information and paying the appropriate fee. For more information on obtaining CLE approval, *see* the NFPA website for more information at www.paralegals.org.

Other CLE Considerations

RPs may also obtain CLE credits for hours spent instructing, speaking, authoring, guest lecturing, publishing, self-study, and pro bono activities. Only those hours that have been submitted and approved for NFPA CLE credit will be accepted. Guidelines for applying for this type of CLE credit and more information about NFPA's CLE guidelines are located on the NFPA website at www.paralegals.org.

APPENDIX F

Sample Combined Substantive Paralegal Experience Confirmation and Reference Letters
Experience confirmation letters must be on employer's letterhead

Date

NFPA
9100 Purdue Rd., Ste. 200
Indianapolis, IN 46268

Dear Certification Manager:

I am writing this letter on behalf of [name of paralegal] to verify: (1) the length of time I have known him/her, (2) my familiarity with the paralegal's work, (3) dates and type of employment, and (4) the substantive paralegal duties performed, .
Standing

Describe standing to provide letter:

- I am an attorney (state & bar number)
- I am a judge
- I am a PACE Registered Paralegal (for Reference Letter only)

Reference

Describe mechanism of familiarity with the paralegal's substantive work experience. Some examples may include:

- Through a supervisory capacity, I am familiar with the paralegal's substantive work
- Through observing the paralegal during court actions, I am familiar with the paralegal's substantive work
- Through the work product/services I review, I am familiar with the paralegal's substantive work
- As a paralegal co-worker or colleague, I am familiar with the paralegal's substantive work

Substantive Paralegal Experience

Dates of employment: _____

Type of Employment: Full time/Part Time

OR

Average number of hours work per week _____

Describe sample tasks performed (at least 80% should be substantive in nature). Example:

[Name of paralegal] specializes in the area of litigation and performs such tasks as drafting complaints, interrogatories, requests for production of documents and defensive pleadings for attorney review. He/she reviews client files, organizes and gathers factual data required for the case, and locates, interviews, and obtains witness statements. [Name of paralegal] indexes and summarizes depositions and prepares trial notebooks and witness files.

Declaration

The assistance that [name of paralegal] renders is substantive in nature and would otherwise be performed by an attorney.

Signature

Title

APPENDIX G

Sample Data Required for Waiver of Six (6) Month Waiting Period to Retake PACE



Applicant Name: _____

Address: _____

City/State/Zip: _____

Email Address: _____ Phone: _____

Dates of most recent exam attempts (list all in the last 2 years): _____

I am requesting a waiver of the 6 month waiting period to retake

_____ Paralegal Advanced Competency Exam (PACE)

_____ Paralegal Core Competency Exam (PCCE)

_____ (initial) I understand that I am retesting at my own risk before the next regularly scheduled scoring run, but no sooner than 4 weeks from original exam date.

_____ (initial) I understand that the additional testing fee is being submitted at my own risk and will not be refunded.

_____ (initial) I understand that I am only allowed to take the exam 3 times in any 2-year period, the initial exam and 2 retakes and this attempt will not violate that restriction.

Applicant Signature

Date

Submit the [Form](http://www.paralegals.org) at www.paralegals.org

APPENDIX H

ADA Test Accommodation Request Form



*Applicant – If requesting test accommodations, this completed form must be included when submitting your Application.

Candidates with disabilities covered by the Americans with Disabilities Act should complete this form and have an appropriate licensed health care provider OR an educational or testing professional familiar with the applicant’s disability complete the *Documentation of Requested ADA Accommodations by Qualified Professional* Form (immediately following) to provide sufficient information for NFPA to evaluate the request for test accommodations. The information provided 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: _____

Preferred Test Date: _____ Preferred Test Site: _____

TEST ACCOMMODATIONS REQUESTED

Please check the test accommodation(s) being requested: (Check all that apply.)

- Wheelchair access
- Special seating
- Screen reader
- Recorder or transcription software
- Extended testing time (time and a half) *If different amount is requested, describe in “other”
- Separate testing area
- Large font size
- Other special accommodations (please specify)



DOCUMENTATION OF REQUESTED ADA ACCOMODATIONS
BY QUALIFIED PROFESSIONAL

*Applicant – If requesting test accommodations, this completed form must be included when submitting your Application.

This document must be completed by a licensed health care provider OR an educational or testing professional familiar with the applicant’s disability to provide sufficient information for NFPA to evaluate the request for test accommodations. If additional room is needed to complete this form, please attach an additional page.

PROFESSIONAL DOCUMENTATION

I know _____ (Name of Candidate) in my capacity as a(n)
_____ (Professional Title). I have discussed the nature of the test
to be administered with the candidate.

Disability covered by ADA Act: _____

Requested Test Accommodations (please list and describe): _____

Past Accommodations provided in similar testing situations (please list and describe): _____

Signature: _____

Date: _____

Title: _____

License No. (if applicable): _____

APPENDIX I
PACE Candidate Application Checklist

An incomplete Application or Affidavit of Work Experience and/or missing documentation will delay application processing and will result in a \$25 additional reprocessing fee.

STOP! Your application package must include the following items:

- 1. The completed PACE Application
- 2. The completed and notarized PACE Affidavit of Education and Work Experience Form
 - Affix all education and work experience documentation to the Affidavit. *Submitting an incomplete application will result in delays in processing or possible denial of the application. No refunds will be provided.
- 3. The Letter Verifying Substantive Paralegal Experience from your current (or previous, if necessary) employer(s)
 - The letter must be an original, typed or written on the employer's letterhead. ***It may not be submitted separately from your application package.** It must include:
 - The specific dates and approximate number of hours worked each work during your employment
 - Verification of the substantive paralegal work and sample duties performed (as defined in the PACE Candidate Handbook)
 - The original signature of your employer
 - May include as many letters from as many employers as required to meet the timeline of experience eligibility requirements as indicated in the selected eligibility pathway
 - If no Substantive Paralegal Experience is required for the selected eligibility pathway, then no need to submit the Letter Substantive Paralegal Experience
- 4. A letter of reference from a member of the legal community (defined by the Certification Standards Committee as a lawyer, judge, or NFPA Credentialed Paralegal)
 - The letter must be an original, typed or written on the individual's letterhead. *** It may not be submitted separately from your application package.** The letter must include:
 - Verification of your paralegal work, including a detailed description of the substantive legal nature of the work
 - The number of years the individual has been familiar with your paralegal work
 - The original signature of the individual
 - Your name on the envelope, if the individual elects to provide the letter in a sealed envelope
 - If no Substantive Paralegal Experience is required for the selected eligibility pathway, then no need to submit the Letter of Recommendation.

*Note the Letter of Substantive Paralegal Experience and the Letter of Recommendation may be provided in one combined letter. A sample letter containing both elements is provided in [Appendix F](#).

- 5. A notarized copy of the applicable diploma (notarization must be original) and/or notarized copy of the paralegal certificate.
 - If the diploma was received in another country, provide an evaluation of equivalency to United States degrees as provided in this Handbook. If your degree or certificate was obtained via distance learning, provide a copy of the evaluation of equivalency previously requested from the Certification Standards Committee.
- 6. A copy of an official transcript.
 - Upload copies of official transcripts. If the transcripts are not identified with words identifying them as official transcripts, include a copy of the envelope noting official transcripts contained within.
- 7. A copy of official name change documents must be included as part of the application packet.
 - Upload copies of court orders, divorce decrees, or other documentation showing the previously used names and the current name.
- 8. Submit the appropriate examination fee when submitting the application packet.

- Current application fees are addressed at NFPA’s website and must be included as part of the application. If you are resubmitting an application, returned for insufficient documentation, you will need to include an additional \$25 application reprocessing fee.
- 9. Please print a pdf copy of your PACE application package for your records.
- 10. If re-applying to take PACE within two years of your last examination date, you do not need to attach the supporting documentation, however please note:
 - NFPA requires a six month waiting period to retest
 - An application to waive the six-month waiting period can be requested no sooner than four weeks after taking the exam
 - No applicant may take the exam more than three (3) times in any two (2) year period (the initial attempt plus two retakes)