

SECTION 11: PARALEGAL CERTIFICATION PROCEDURES

SECTION 11.1 CERTIFICATION EXAM EXPENSES

Development and maintenance of the Paralegal Certification Exams (including PCCE and PACE) (“Exams”) will be funded by the Certification portion of the NFPA Budget and, accordingly, will be bound by the Financial Guidelines contained in Section 18 of this Manual for persons authorized to do business on behalf of NFPA. The Vice President and Director of Paralegal Certification will submit a budget request annually to the Treasurer for the administration of the exams during the normal budget proposal time frame.

Expenses incurred in connection with speaking engagements to NFPA member associations to publicize PCCE and PACE will be borne by the member association requesting the speaker unless the expenses have been included in the annual budget. Other expenses and costs associated with this committee will be paid in accordance with Section 18 of this Manual.

SECTION 11.2 PARALEGAL CERTIFICATION STANDARDS COMMITTEE

The Paralegal Certification Standards Committee (“Standards Committee”) will include the Vice President and Director of Paralegal Certification (“VPDPC”) as a non-voting member; individual members of the Standards Committee; and a Committee Chair elected by the Standards Committee members from individual members of the Standards Committee . Individual members will include: two practicing paralegals, one educator who is not an attorney, one attorney, and one Public Member who does not work in the legal field. Individual members of the committee will be appointed by the NFPA Board during the winter board meeting for two-year terms of office. The terms shall be staggered with the public member, the educator and one of the practicing paralegals being appointed in even numbered years and the attorney and second practicing paralegal being appointed in odd numbered years. Members shall serve no more than two consecutive terms, unless so appointed by the NFPA Board. Partial terms of less than one year and 1 day shall not count as a full term; however partial terms of more than one year and 1 day shall count as a full term. NFPA agrees to indemnify, hold harmless, and defend the members of the Standards Committee from any claims arising from any act or omission except those occasioned by the individual's willful or deliberate acts.

Paralegal member criteria:

- RP or must meet PACE criteria regarding education
- Must have at least seven years of paralegal experience
- Must meet the character and fitness requirements of PACE
- Cannot simultaneously serve on the NFPA Board
- Cannot simultaneously be a NFPA Primary or Secondary Representative
- Cannot simultaneously be a NFPA Coordinator except the Certification Study Materials Coordinator
- Cannot simultaneously serve on NFPA's Advisory Council or Ethics Board
- Cannot simultaneously serve on NFPA's Paralegal Certification Standards Committee and another committee.

Non-lawyer paralegal educator member criteria:

- Cannot be a member of NFPA's Advisory Council or Ethics Board
- Cannot be a lawyer
- Must meet the character and fitness requirements of NFPA's certification exams

Lawyer member criteria:

- Must be licensed to practice law in a U.S. jurisdiction
- Should have experience supervising paralegals in substantive paralegal work
- Must not simultaneously serve on NFPA's Advisory Council or Ethics Board
- Must meet the character and fitness requirements of NFPA's certification exams

Public member criteria:

- Must meet the character and fitness requirement of NFPA's certification exams
- Must be a legal service advocate
- Must not simultaneously serve on NFPA's Advisory Council or Ethics Board

Members of the Advisory Committee may be disqualified 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;
- (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) No longer meet the criteria requirements or her or his Advisory Committee member category.

11.2A Duties and Responsibilities:

- (1) Review of appeals from candidates who do not qualify to sit for PACE or PCCE.
- (2) Review of appeals from Paralegals whose certification will or has been revoked.
- (3) Review of requests for renewal extensions exceeding 60 days.
- (4) Review and approve Agenda Topics presented during the Annual Policy Meeting on Certification related matters.
- (5) Review, analysis and timely response to email communications relating to Standards Committee business
- (6) Review, analysis and timely response to determination of eligibility applications or applications for eligibility waivers
- (7) Review of standards and policies of the NFPA paralegal certification exams
- (8) Provide guidance and input on other related NFPA paralegal certification issues as they arise.

SECTION 11.3 PARALEGAL CERTIFICATION COORDINATOR - STUDY MATERIALS

11.3A Appointment:

The Coordinator will be appointed by the Board as provided for in Section 8.4.

11.3B Requirements for Appointment:

- (1) CRP or RP or must meet the PCCE or PACE criteria regarding education
- (2) Must have at least 4 years of paralegal experience
- (3) Must meet the character and fitness requirements of NFPA's certification exams
- (4) Cannot simultaneously serve on the NFPA Board
- (5) Cannot simultaneously be on the Paralegal Certification Standards Committee
- (6) Cannot simultaneously serve on NFPA's Advisory Council or Ethics Board
- (7) Agrees to comply with the duties and responsibilities as listed in the NFPA Procedures Manual.

11.3C Duties and Responsibilities:

The Paralegal Certification Coordinator-Study Materials will be responsible for:

- (1) Draft annual goals and submit them to the VPDPC for approval within one month of appointment.
- (2) Study Manuals:
 - a) Annually review the PCCE and PACE study manuals and evaluate completeness and recommend revisions, additions, or updates to the Vice President and Director of Paralegal Certification.
 - b) Compile a glossary including additional legal terminology.
 - c) Ensure that publications remain current.
 - d) Draft and update practice tests and answer keys.
- (3) Review published books, and recommend updated books for additional study for various domains as needed.
- (4) Coordinate creation of additional study materials as warranted.
- (5) Research study materials available to law students for materials that would be of assistance to PCCE and PACE candidates.
- (6) Work with the VPDPC, Secretary and Director of Operations and host committee in developing PCCE or PACE seminars (if desired) at the NFPA conventions, including recommending topics and potential speakers.
- (7) Work with the other Certification Coordinators to create and/or maintain a pool of Certification Ambassador Resource documents, such as a Certification Ambassador Survival Guide/Handbook, to assist the Certification Ambassadors in their duties and to provide access to resources and templates for same.
- (8) The Paralegal Certification Coordinator will also work closely with the Certification Public Relations Coordinator to market the study materials and to update marketing materials for same.
- (9) Participate in the bi-annual certification exam updates to ensure the exams remain current and relevant.
- (10) Post reminders about online review courses offered by third party providers such as API and PEG.

11.3E Report:

The Paralegal Certification Coordinator-Study Materials will report regularly to the VPDPC and will be required to submit information relating to his/her position to be included in the annual and pre-board meeting reports of the VPDPC.

SECTION 11.4 PARALEGAL CERTIFICATION COORDINATOR – CERTIFICATION AMBASSADORS

11.4A Appointment:

The Paralegal Certification Coordinator-Certification Ambassadors will be appointed by the Board as provided for in Section 8.4.

11.5B Requirements for Appointment:

- (1) CRP or RP or must meet PCCE or PACE criteria regarding education
- (2) Must have at least 4 years' paralegal experience
- (3) Must meet the character and fitness requirements of NFPA's certification exams
- (4) Cannot simultaneously serve on the NFPA Board
- (5) Cannot simultaneously be on the Paralegal Certification Standards Committee
- (6) Cannot simultaneously serve on NFPA's Advisory Council or Ethics Board
- (7) Agrees to comply with the duties and responsibilities as listed in the NFPA Procedures Manual.

11.4C Duties and Responsibilities:

The Paralegal Certification Coordinator-Certification Ambassadors will be responsible for:

- (1) Facilitating the development of the Certification Ambassadors Program
 - a) Draft annual goals and submit them to the VPDPC for approval within one month of appointment.
 - b) Make recommendations to the VPDPC for the development of the Certification Ambassadors Program.
 - c) Assist the Certification Ambassadors in fulfilling their duties as Certification Ambassadors.
 - d) Develop Guidelines of Responsibilities and Goals for the Certification Ambassadors to be included in the Certification Ambassador materials available on NFPA website.
 - e) Review the Certification Ambassador reference materials annually update as necessary and coordinate with the management company and the Secretary and Director of Operations to update the appropriate areas of the website or social media.
 - f) Facilitate and encourage communication on the Certification Ambassadors' discussion board.
 - g) Work with each member association to encourage appointment of a Certification Ambassador.
 - h) Work with the other Coordinators to create and/or maintain a pool of Certification Ambassador Resource documents, such as a Certification Ambassador Survival Guide, to assist the Certification Ambassadors in their duties and to provide access to resources and templates for same.
 - i) Participate in the bi-annual certification exam updates to ensure the exams remain current and relevant.
 - j) Obtain testimony statements from Certification Ambassadors regarding newly credentialed

- paralegals for inclusion on NFPA's website and other certification marketing materials.
- (2) Certification Ambassador Conference
 - a) Work with the host association and Management Company and Regulation and Leadership Coordinators and the VPDPC to schedule the date and advertise the conference.
 - b) Attend and participate in conference calls to plan and finalize details of the Certification Ambassador Conference as a portion of the Joint Conference.
 - c) Prepare the Certification Ambassador Conference agenda.
 - d) Recruit and confirm qualified speakers
 - e) Ensure speaker information is timely provided to the Management Company and that the event is appropriately advertised in conjunction with the Region Directors, as well as in NFPA's News You Can Use, the *National Paralegal Reporter*, and via other readily available media, such as Facebook, LinkedIn, etc. by working with the Vice President and Director of Marketing.
 - f) Prepare or obtain materials for the Conference Handbook to be uploaded and available on the NFPA website.
 - g) Attend and assist the VPDPC to facilitate the Certification Ambassador Conference, as part of the Joint Conference.
 - (3) Certification Ambassador Award - NOTE: Certification Ambassador Coordinator's local association is not eligible to receive this award during his/her term of office.
 - a) Review and/or if necessary, make recommendations to the VPDPC regarding the application and procedures for the Certification Ambassador Award.
 - b) Market the Certification Ambassador Award to member associations.

11.4D Reports:

The Paralegal Certification Coordinator-Certification Ambassadors will report regularly to the VPDPC and will be required to submit information relating on his/her position to be included in the annual and pre-board meeting reports of the VPDPC.

SECTION 11.5 CERTIFICATION AMBASSADOR PROGRAM

11.5A Purpose:

The purpose of the Certification Ambassador Program is to educate paralegals, attorneys, and judges about PCCE and PACE. NFPA asks that each association appoint a Certification Ambassador -- someone whose primary focus will be to promote NFPA's certification exams, PCCE and PACE, in the local area.

11.5B Who Should Be a Certification Ambassador?

The Certification Ambassador role is a leadership position within local member associations. While Ambassadors will not be required to be CRPs or RPs, paralegals who have taken either the PCCE or PACE are encouraged to take on the Certification Ambassador role in their associations. The Certification Ambassador position is a great opportunity for local associations to get someone more actively involved in a leadership role. It is an important position and should be filled by a person who ideally is not already overtaxed with other association responsibilities.

11.5C Goals of the Certification Ambassadors:

- Educate paralegals, employers, the general public, and members of the bar associations about PCCE and PACE. NFPA envisions that the Certification Ambassadors will ultimately educate attorneys, bar associations, judges, and the public about utilizing NFPA's certification exams, PCCE and PACE as criteria to evaluate paralegal professionals in the various stages of their careers.
- When possible, attend the Certification Ambassadors' Conference whether held in conjunction with the Leadership and Regulation Conferences as NFPA's Joint Conference or as a stand-alone conference. The goal of the conference is to provide information and motivation for the Certification Ambassadors. There may be a nominal fee charged for attending the Certification Conference.
- Each Certification Ambassador sets her or his own goals. However, NFPA encourages Certification Ambassadors to:
 - Plan one PCCE and one PACE Review Seminar each year (association keeps proceeds);
 - Organize and mentor one or two study groups for PCCE and/or PACE per year;
 - Speak to paralegals or members of the bar at three to five law firm, corporation or bar association luncheons or meetings per year;
 - Make announcements or presentations about PCCE and PACE at local association programs and member events;
 - Review and become familiar with NFPA resources on NFPA's website available for Certification Ambassadors;
 - Promote and encourage local association members to apply for NFPA's PACE and PCCE scholarships;
 - Provide information and make presentations at local paralegal program schools regarding the Assurance of Learning Program;
 - Provide timely reminders to local association members holding a PACE or PCCE certification of renewal deadlines;
 - Share new study techniques and information from Certification Conference with local association leaders and members;
 - Interview or request testimony statements from newly credentialed local association paralegals for use in promoting certification exams;
 - Develop and encourage PACE and PCCE exam scholarships sponsored by the local member association;
 - Assist paralegals in obtaining employer support for PCCE and PACE and with new CRP and RP approval, including sending letters explaining either the PCCE or PACE and the CRP or RP credential to employers of newly certified paralegals; assist PCCE and PACE Candidates in obtaining employer support for study for the exam;
 - Be familiar with the Certification Ambassador reference materials;
 - Participate on the Certification Ambassador discussion board; and
 - Insert an article, announcement, or study tips for the PACE or PCCE exam in as many association newsletters as possible

11.5D Term of Office:

Each local association makes the appointment of its Certification Ambassador for a term determined by the local association.

SECTION 11.6 PARALEGAL CERTIFICATION COORDINATOR - PUBLIC RELATIONS

11.6A Appointment:

The Paralegal Certification Coordinator-Public Relations will be appointed by the Board as provided for in Section 8.4.

11.6B Requirements for Appointment:

- (1) CRP or RP or must meet PCCE or PACE criteria regarding education
- (2) Must have at least 4 years' paralegal experience
- (3) Must meet the character and fitness requirements of NFPA's certification exams
- (4) Cannot simultaneously serve on the NFPA Board
- (5) Cannot simultaneously be on the Paralegal Certification Standards Committee
- (6) Cannot simultaneously serve on NFPA's Advisory Council or Ethics Board
- (7) Background in public relations or marketing preferred
- (8) Demonstrated experience in public speaking preferred
- (9) Agrees to comply with the duties and responsibilities as listed in the NFPA Procedures Manual.

11.6C Duties and Responsibilities:

The Paralegal Certification Coordinator- Public Relations will be responsible for:

- (1) Updating current Paralegal Certification marketing materials:
 - (a) Draft annual goals and submit them to the Vice President and Director of Paralegal Certification for approval within one month of appointment.
 - (b) Provide Management Company, Vice President and Director of Marketing and the Vice President and Director of Paralegal Certification with updates on publications to keep them current with new procedures and resolutions as they are adopted.
 - (c) Provide Management Company, the Secretary and Director of Operations and the Vice President and Director of Paralegal Certification with updates to the Certification section of NFPA's internet site to keep it current with new procedures and resolutions as they are adopted
 - (d) Review the PCCE and PACE marketing brochures and other marketing material to ensure accuracy and completeness for information contained therein and make recommendations to the Management Company, the Vice President and Director of Marketing and the Vice President and Director of Paralegal Certification for updates.
- (2) Assist the President and Vice President and Director of Paralegal Certification in responding to requests for speakers regarding PCCE and/or PACE and paralegal certification in general.
- (3) Assist the Vice President and Director of Paralegal Certification, who receives all media inquiries, with any research required and/or proofreading and editing the Vice President and Director of Paralegal Certification's response.
- (4) The Paralegal Certification Coordinator-Public Relations assists the Paralegal Certification

Coordinator – Study Materials in promoting PCCE and PACE to paralegal educational institutions

(5) Respond to e-mail requests for additional information regarding PCCE and PACE that do not meet the common responses given by Management Company.

(6) Assist Management Company, Vice President and Director of Marketing, VPDPC and the NFPA Board of Directors in developing marketing strategies by doing the necessary research required.

(7) Work with the Bar Association Coordinator to develop quarterly articles regarding the importance of paralegal certification, and specifically PCCE and PACE for bar journals. The thrust of the articles must be written based on "what's in it for me" from the attorney/employer perspective.

(8) Develop quarterly articles for publication in local member association paralegal newsletters. The thrust of the articles must be written based on "what's in it for me" from the paralegal perspective. Work with the Paralegal Certification Coordinator – Certification Ambassadors to ensure that these articles are distributed in a copy-ready format to the Certification Ambassadors.

(9) Develop quarterly articles for the *National Paralegal Reporter* for association highlights on activities the local associations have been doing to promote PCCE and PACE or in development of unique educational tools such as seminars and study groups.

(10) Develop quarterly articles for the National Paralegal Reporter on developments with respect to employer's support of paralegal certification, PCCE and PACE and paralegal success stories with respect to PCCE and PACE. These should not be the same articles that go to the local association newsletters.

(11) Assist Management Company, Vice President and Director of Marketing and the Vice President and Director of Paralegal Certification in development of the overall marketing of PACE.

(12) Participate in the bi-annual certification exam updates to ensure the exams remain current and relevant.

(13) Work with the other Coordinators to create and/or maintain a pool of Certification Ambassador Resource documents, such as a Certification Ambassador Survival Guide/Handbook, to assist the Certification Ambassadors in their duties and to provide access to resources and templates for same.

(14) Other duties as determined by the VPDPC and the NFPA Board of Directors.

11.6D Reports:

The Paralegal Certification Coordinator-Public Relations will report regularly to the VPDPC and will be required to submit information relating on his/her position to be included in the annual and pre-board meeting reports of the VPDPC.

SECTION 11.7: PARALEGAL CERTIFICATION COORDINATOR – PACE RENEWALS

11.7A Appointment:

The Paralegal Certification Coordinator – PACE Renewals will be appointed by the Board as provided for in Section 8.4.

11.7B Requirements for Appointment:

- (1) RP or must meet PACE criteria regarding education
- (2) Must have at least 4 years' paralegal experience
- (3) Must meet the character and fitness requirements of PACE
- (4) Cannot simultaneously serve on the NFPA Board
- (5) Cannot simultaneously be on the Paralegal Certification Standards Committee
- (6) Cannot simultaneously serve on NFPA's Advisory Council or Ethics Board
- (7) Agree to comply with the duties and responsibilities as listed in the NFPA Procedures Manual.

11.7C Duties and Responsibilities:

The Paralegal Certification Coordinator- PACE Renewals will be responsible for:

- (1) Draft annual goals and submit them to the VPDPC for approval within one month of appointment.
- (2) Updating current materials:
 - (a) Participate in the bi-annual certification exam updates to ensure the exams remain current and relevant.
 - (b) Provide the VPDPC and the Management Company with updates on publications to keep them current with new procedures and resolutions as they are adopted.
 - (c) Provide the VPDPC and the Management Company with updates to the PACE Renewals section of NFPA's Internet site to keep it current with new procedures and resolutions as they are adopted.
 - (d) Work with the other Coordinators to create and/or maintain a Certification Ambassador resource of documents, such as a Certification Ambassador Survival Handbook, to assist the Certification Ambassadors in their duties and to provide access to resources and templates for same.
- (3) Assist the VPDPC by reviewing all PACE renewal applications.
- (4) Work with the VPDPC to determine any special requests made such as extension of time to submit renewals or requests for inactive status.
- (5) Respond to e-mail requests for additional information for PACE renewals that do not meet the common responses given by Management Company.
- (6) Provide the VPDPC information regarding requests for extension of time for renewal, inactive status and renewals requiring follow-up, such as additional information, questionable or additional continuing education and any other special handling that may require the VPDPC's determination or further determination by the Paralegal Certification Standards Committee.
- (7) Other duties as determined by the VPDPC and the NFPA Board of Directors from time to time.

11.6D Reports:

The Paralegal Certification Coordinator-PACE Renewals will report regularly to the VPDPC and will be required to submit information relating on his/her position to be included in the annual and pre-board meeting reports of the VPDPC.

SECTION 11.7 PARALEGAL CERTIFICATION COORDINATOR – PCCE RENEWALS

11.7A Appointment:

The Paralegal Certification Coordinator-PCCE Renewals will be appointed by the Board as provided for in Section 8.4.

11.7B Requirements for Appointment:

- (1) CRP or must meet the PCCE criteria regarding education; position may be filled with an RP if no other qualified candidates apply.
- (2) Must have at least 2 years' paralegal experience
- (3) Must meet the character and fitness requirements of PCCE
- (4) Cannot simultaneously serve on the NFPA Board
- (5) Cannot simultaneously be on the Paralegal Certification Standards Committee
- (6) Cannot simultaneously serve on NFPA's Advisory Council or Ethics Board
- (7) Agree to comply with the duties and responsibilities as listed in the NFPA Procedures Manual.

11.8C Duties and Responsibilities:

The Paralegal Certification Coordinator-PCCE Renewals will be responsible for:

- (1) Draft annual goals and submit them to the Vice President and Director of Paralegal Certification for approval within one month of appointment.
- (2) Updating current materials:
 - (a) Provide the VPDPC and the Management Company with updates on publications to keep them current with new procedures and resolutions as they are adopted.
 - (b) Provide the VPDPC and the Management Company with updates to the PCCE Renewals section of NFPA's Internet site to keep it current with new procedures and resolutions as they are adopted.
 - (c) Work with the other Coordinators to create and/or maintain a pool of Certification Ambassador Resource documents, such as a Certification Ambassador Survival Guide, to assist the Certification Ambassadors in their duties and to provide access to resources and templates for same.
- (3) Assist the VPDPC by reviewing all PCCE renewals.
- (4) Work with the VPDPC to determine any special requests made such as extension of time to submit renewals or inactive status.
- (5) Respond to e-mail requests for additional information for PCCE renewals that do not meet the common responses given by Management Company.
- (6) Provide the VPDPC information regarding requests for extension of time for renewal, inactive status and renewals requiring follow-up, such as additional information, questionable or additional continuing education and any other special handling that may require the VPDPC's determination or further determination by the Paralegal Certification Standards Committee.
- (7) Participate in the bi-annual certification exam updates to ensure the exams remain current and relevant.
- (8) Other duties as determined by the VPDPC and the NFPA Board of Directors from time to time.

11.8D Reports:

The Paralegal Certification Coordinator-PCCE Renewals will report regularly to the VPDPC and will be required to submit information relating on his/her position to be included in the annual and pre-board meeting reports of the VPDPC.

SECTION 11.9 PROCEDURES FOR RECERTIFICATION/MAINTAINING CREDENTIALS

The RP/CRP Renewal containing the Affidavit and supporting documentation, as well as an approval letter from Headquarters verifying all CLE, if provided, must be submitted at one time to NFPA with the \$35 NFPA member registration fee and \$50 Non-NFPA member registration fee. An additional fee of \$50 will be required to request an extension of up to 60 days, or assessed as a late fee if the recertification is not received prior to the deadline. Questions about renewing the credentials should be directed to the Renewal Coordinator, or you can simply email info@paralegals.org with your questions.

THE DEADLINE FOR SUBMITTING PROOF THAT THE REQUIRED CLE CREDITS HAVE BEEN OBTAINED IS EVERY TWO (2) YEARS ON THE ANNIVERSARY OF THE DATE ON WHICH THE EXAM WAS SUCCESSFULLY PASSED.

Submission of the renewal statement and CLE evidence should be made a minimum of 60 days prior to the anniversary date of passing the exam. As a courtesy, NFPA will send three (3) reminder emails before the deadline, but obtaining the required CLE credits and submitting the online Renewal Affidavit with the required supporting documentation on time is the responsibility of the individual. Failure to receive a reminder email from NFPA will not excuse the responsibility of the individual for calendaring this important date.

Any holder of an RP/CRP credential who fails to file for recertification within one (1) year from the anniversary date, shall be deemed to be in noncompliance of these provisions, and the RP/CRP credential shall be revoked. It shall be understood that the credential holder may request an extension of time within which to comply. Such a request should be directed to Vice President & Director of Certification, NFPA Headquarters, 9100 Purdue Rd., Ste. 200, Indianapolis, IN 46268; (VPDPC@paralegals.org). The request must be made not later than six (6) months from the anniversary date, and must set forth justification for such an extension.

RPs and CRPs have an obligation to notify NFPA if they move so that accurate contact information can be maintained. Exceeding the one year renewal deadline without submitting the appropriate renewal documentation or completing the extension process will result in the applicant being required to retest and pass the certification examination in order to have the credentials reinstated.

11.9A RECERTIFICATION/MAINTAINING THE PACE/RP CREDENTIAL:

In order to maintain the PACE Registered Paralegal (RP) credential, the paralegal must obtain twelve (12) hours of continuing legal education (“CLE”), in a legal or specialty field, every two (2) years from the date on which the exam was successfully passed. At least one (1) hour of the twelve (12) required CLE hours must be in legal ethics. CLE hours may be obtained through pro bono work,

teaching/lecturing, authoring and publishing substantive legal articles and self-study within established guidelines. The link for CLE requirements for an RP is: <https://www.paralegals.org/i4a/ams/meetings/?controller=meetings&action=startRegistration&conferenceID=165®init=1>

11.9B RECERTIFICATION/MAINTAINING THE PCCE/CRP CREDENTIAL:

In order to maintain the PCCE Core Registered Paralegal (CRP™) credential, the paralegal must obtain twelve (8) hours of continuing legal education (“CLE”), in a legal or specialty field, every two (2) years from the date on which the exam was successfully passed. At least one (1) hour of the eight (8) required CLE hours must be in legal ethics. CLE hours may be obtained through pro bono work, teaching/lecturing, authoring and publishing substantive legal articles and self-study within established guidelines. The link for CLE requirements for a CRP™ is: <https://www.paralegals.org/i4a/ams/meetings/?controller=meetings&action=startRegistration&conferenceID=171®init=1>

11.9C DUAL CREDENTIAL RENEWALS:

Dual credentialed paralegals in good standing holding both the CRP™ and the RP® credentials may use the same CLE hours required in the renewal process, as long as they were obtained within the two year time period preceding their renewal date. Evidence of meeting the continuing legal education requirements must be submitted with the online Renewal Form/RP Registration Statement and Affidavit of Continuing Education, and can be located under Paralegal Education and Certification and then Maintaining Your Credential. Certificates of Attendance is the proof required to verify attendance at a seminar. Seminars that have not been approved by NFPA, or a state or local bar association, must be submitted and approved by the NFPA CLE Coordinator first, together with the appropriate fee per bundle of CLE applications.

SECTION 11.10 INACTIVE STATUS

NFPA authorizes the Certification Standards Committee to grant “Inactive” status for any PACE Registered Paralegal or CORE Registered Paralegal in good standing for a period of up to four (4) years upon submission of a written request showing good cause. RPs and CRPs on inactive status are required to obtain ½ of the regular CLE requirements.

The Certification Standards Committee will reactive the RP or CRP status of an inactive RP or CRP upon receipt of a renewal providing documentation of compliance requirements and payment of the appropriate renewal fee(s), received at least sixty (60) days prior to the expiration of the inactive period.

SECTION 11.11 RP EMERITUS STATUS

(1) NFPA authorizes “Emeritus” status for any PACE Registered Paralegal who meets the following requirements:

- a) Is an active RP, in good standing at the time the request for RP Emeritus status is requested; or has already retired due to age, circumstance or illness and at the time of

his/her retirement was an RP in good standing; AND

b) Completes an Application for RP Emeritus Status; AND

c) Maintains accurate contact information with NFPA by notifying the management company of any changes in mailing address, email and phone number; AND

d) Submits the appropriate application fee.

(2) If the Application for RP Emeritus Status is approved by the PACE Standards Committee, the RP, will use the designation of “RP Emeritus.” All RPs having been granted the use of the RP Emeritus status will cease from using the “RP” or “PACE Registered Paralegal” credentials unless/until they are reactivated as active RPs pursuant to the criteria in paragraph 3 below.

(3) The designation “RP Emeritus” is intended only for paralegals who have retired or left the legal profession. No active paralegal should use the title of RP Emeritus. If a paralegal who has been granted “RP Emeritus” status returns to work as a paralegal following retirement, he/she can apply for reactivation as a PACE Registered Paralegal.

(a) In the event an RP Emeritus returns to work following retirement, that person must meet all current RP CLE requirements prior to the reactivation request, i.e., obtain twelve (12) hours of NFPA approved CLE, including one (1) hour of ethics. CLE must have been taken no longer than two (2) years prior to the date of the reactivation request. Proof of CLE must be submitted with the reactivation request. All reactivation requests must be approved by the PACE Standards Committee.

(b) An applicant seeking reactivation must pay a \$50 reactivation fee to NFPA.

(4) Any PACE Registered Paralegal who has retired prior to October, 18, 2007, due to age, circumstance or illness shall be eligible to apply for “RP Emeritus” status on a retroactive basis, provided they met the requirements outlined above prior to his/her retirement.

(5) The intent of “PACE Registered Paralegal - Emeritus” status is to honor retirement as a life event which occurs due to age, circumstance, or illness. “Emeritus” status should be granted to support those RP’s who attained this professional distinction, supported NFPA and PACE and who maintained their credentials over the years. Providing an “Emeritus” status for PACE Registered Paralegals allows a retiring PACE Registered Paralegal to retain the professional credential they obtained during their career, without being mandated to maintain CLE requirements after retirement from active practice.

SECTION 11.12 SUSPENSION AND REVOCATION

11.12A SUSPENSION:

The Certification Standards Committee shall suspend the RP or CRP credentials for a period of sixty (60) days based upon any of the following:

- (1) Failure to file a Registration Statement with NFPA Headquarters;
- (2) Failure to meet CLE requirements; or
- (3) Failure to provide evidence of continuing education.

The Certification Standards Committee will provide written notice (via e-mail) to the RP or CRP of the action taken, effective date and time period of action, termination of rights to RP or CRP

credentials, requirements for reinstatement, consequence of failure to meet requirements, and appeal procedure.

11.12B REVOCATION:

The Certification Standards Committee shall revoke the RP or CRP credentials based upon any of the following:

- (1) RPs/CRPs knowingly making a false statement or misrepresentation deemed material to the application, registration statement, or status of credentials or renewals; or
- (2) RPs/CRPs knowingly and intentionally disclosing any or all test questions; or
- (3) RPs/CRPs suspension, termination, or revocation of a certification, registration, or license to practice by a professional organization, court, disciplinary board or agency in any jurisdiction; or
- (4) RPs/CRPs conviction of a felony or comparable crime as defined by an individual state that does not have a felony designation; or
- (5) RPs/CRPs becoming subject to a second suspension pursuant to Section 6 of the Manual; or
- (6) Failure to renew the credential or complete the extension process within one (1) year of their renewal date.

The Certification Standards Committee will provide written notice to the RP or CRP (via e-mail) of the pending action, grounds for pending action, effective date of action, right to respond to allegations (60 days, in writing, with supporting documents), and deliberation schedule.

The Certification Standards Committee shall consider all responses to notice of intention to revoke the RP or CRP credential within sixty (60) days of receipt of response to allegations. After such consideration, the Certification Standards Committee will again provide written notice to the RP or CRP (via e-mail). The RP or CRP credential will not be revoked and removed from all RP public lists until such time as the RP or CRP has been afforded every opportunity to appeal.

SECTION 11.13 APPEALS

Appeal from any of the policies stated herein should be addressed to the VPDPC at the address noted previously.

SECTION 11.14 ASSURANCE OF LEARNING

The Assurance of Learning (AoL) Program has two levels of participation (1) Affiliate Program and (2) Partner Program. The AoL Program shall be open only to AAFPE member, ABA accredited paralegal programs and the JAG and/or Military Paralegal Programs. There shall be no charge to the programs for participation. The AoL program offers schools a valuable means to track and report outcomes for graduates; Demonstrate graduates acquired knowledge required for entry into the progression; and Evaluate the effectiveness of paralegal curriculum.

11.14A AFFILIATE PROGRAM:

- School registers for program through NFPA and promotes exam to students
- No minimum number of candidates is required

- Candidates independently register online and pay current exam fee and applicable application processing fee
- All PCC Exam eligibility requirements apply
- School receives **Annual School Performance Report**
 - School wide performance:
 - By domain
 - Current year vs. three previous years
 - Pass rate of graduates

11.14B PARTNER PROGRAM:

- School registers for program through NFPA
- School group registers and pays exam fee (current member rate plus one \$25 application processing fee per batch of students registered)
- 10 % reduction in PCC Exam fee per student
- Students may sit for exam no sooner than two months before graduation
- School confirms graduation of candidates who sat for the PCC Exam and credential is released to those who passed
- School receives **Annual School Performance Report**
 - Same information as for Affiliate Program in addition to:
 - Pass/fail status by student

SECTION 11.15 PACE AND PCCE APPLICATION AUDITS

- (1) Seven percent (7%) of the successful candidate applications may be audited by Standards Committee.
- (2) Once a year, or upon demand, the Vice President & Director of Certification will request up to seven percent (7%) of the applications and supporting documents of candidates eligible to sit for PACE for auditing by the Standards Committee.
- (3) Once a year, or upon demand, the Vice President & Director of Certification will request seven percent (7%) of the applications and supporting documents of candidates eligible to sit for PCCE for auditing by the Standards Committee.
- (4) The Standards Committee will contact the following entities:
 - a) Listed employers to verify dates and capacity of employment
 - b) Listed references to verify substantive legal nature of paralegal experience
 - c) Listed educational institutions to verify authenticity of diplomas and/or certificates
 - d) The VPDPC will refer to the Standards Committee any apparent impropriety for appropriate review and action by the Committee.
- (5) The Standards Committee will provide a written report delineating the results of the audits conducted.