



You've passed the PACE®! Now what?

Congratulations again on your amazing accomplishment!

You've worked very hard for this day and now you must plan ahead to make sure you maintain your Registered Paralegal® (RP®) credentials by completing the 12 Continuing Legal Education credits (11 hours of general CLE, 1 hour of ethics CLE) and submitting those credits to NFPA before your renewal deadline. This process is called "Renewing your Credentials." ****You alone are responsible for renewing your credential before the deadline.*** As such, NFPA strongly recommends that you calendar your RP® renewal deadline now and set reminders so that you do not allow your credentials to fall out of compliance.

It is also your responsibility to notify NFPA of any changes to your contact information within 30 days of a change by emailing info@paralegals.org to ensure that NFPA can contact you with information impacting your credentials.

Before submitting a Renewal Application, every hour of CLE credit submitted in conjunction with your renewal must be NFPA-approved. Below are the options for obtaining NFPA-approval:

Option 1

Attend CLEs hosted by one of the following organizations:

- NFPA member associations
- all 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

Submit the CLE Certificates from these organizations as part of your Renewal Application.

Option 2

Attend third-party CLEs wherein the provider has obtained NFPA CLE pre-approval. The CLE Certificate must list the pre-approval on the **CLE Certificate and include the date of completion/attendance, the number of CLE hours awarded and the type of CLE credit awarded (general or ethics credit).**

Pre-approval can be provided by any of these organizations and qualifies as an NFPA-approved CLE:

- NFPA member associations
- all 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

If the CLE Certificate meets these requirements, these CLEs will be accepted automatically when submitted as part of your renewal application. (Please contact the seminar provider if the CLE certificate does not include approval by one of the organizations listed above.)

Option 3

If you participate in a third-party CLE course for which the provider did not obtain CLE credit from the afore-mentioned entities, you will need to submit those seminars to the NFPA CLE Review Coordinator for approval of the CLEs. CLE review costs \$10 per application BEFORE submitting your Credential Renewal Application, whether you submit a single seminar or several simultaneously and can take up to 60 days to review. Once your application is reviewed AND approved, a CLE Approval Certificate will be issued by the CLE Review Coordinator. Submit the CLE Approval Certificate and the CLE Certificates with your Renewal Application. This can take up to 60 days, so please plan accordingly.

Option 4

The following items must be submitted to the NFPA CLE Review Coordinator in order to obtain qualifying CLE credits BEFORE submitting them as part of a renewal application:

- Teaching or speaking engagements
- Pro bono
- Authoring
- College Courses

Once your application is reviewed AND approved, a CLE Award Certificate will be issued by the CLE Review Coordinator. Submit the CLE Award Certificate with your Renewal Application.

- You should submit your renewal application 2-6 months prior to the two-year anniversary of your exam date (a.k.a. your "Renewal Date").
*Note – if you need to obtain CLE approval, that process can take up to 60 days and must be completed BEFORE submitting your renewal application.
- A renewal submitted after your renewal date will incur a \$50 late fee. If you know that you will be unable to submit your renewal on time, please complete [this hyperlinked extension](#) form BEFORE submitting your Credential Renewal Application.
- Maintaining and renewing the credentials is an ongoing process. Each CRP™ credentialed paralegal must continue to meet the character and fitness requirements, obtain and submit the required NFPA-approved CLE every two years, and pay the appropriate fees in order to continue to use the licensed RP® credentials.
- Inactive status requires the paralegal to apply for inactive status. Once approved, the Inactive RP must refrain from using the designation of PACE Registered Paralegal® or the RP® credentials until a reinstatement application has been approved.
- Revocation of the credentials also revokes the license to use the credentials and the designation of PACE Registered Paralegal® or RP®.
- DO NOT USE the designation of PACE Registered Paralegal® or the RP® credentials if your credentials fall out of compliance, are revoked or suspended or are currently in inactive status.

If you have any questions about anything within this document, please refer to the NFPA Policies and Procedures Manual Section 11 – Paralegal Certification or contact NFPA at vpdpc@paralegals.org.

Please note: Being a RP® does not necessarily mean that you are an NFPA member. NFPA members pay annual membership dues to NFPA, or one of its [member associations](#), and receive member benefits, which include discounts on certification renewals and CLEs, access to members only content, participation in discussion boards, etc. Membership and certification/credential renewal are two entirely separate and unique things. If you are interested in NFPA membership, please send your questions to membership@paralegals.org to be connected with a local association in your area.