

Comparison of National Level Paralegal Certification Exams[®]

PLEASE NOTE: The content of the chart below is verified only as to the information about the NFPA[®] Paralegal Advanced Competency Exam (PACE[®]) exam and NFPA's new Paralegal CORE Competency Exam (PCCE[™]). The information regarding the NALA and NALS exams is unverified, and provided for informational and comparison purposes only. The NALS and NALA information below was obtained from publically available sources about those exams. Please contact NALA and NALS for exact details regarding the CLA/CP or PP exams.

Association	NFPA [®]	NFPA [®]	NALA	NALS
	Paralegal CORE Competency Exam (PCCE[™])	Paralegal Advanced Competency Exam (PACE[®])	Certified Paralegal/Certified Legal Assistant Exam (CP/CLA)	Professional Paralegal Exam (PP)
Credential	CORE Registered Paralegal (CRP [™])	PACE Registered Paralegal [®] (RP [®])	Certified Paralegal (CP); Certified Legal Assistant (CLA)	Professional Paralegal (PP)
Established	2011	1996	1976	2004
Exam Eligibility (Education and/or Experience)	<p>A bachelor's degree in any subject, a paralegal certificate, no experience or continuing legal education (CLE);</p> <p>OR</p> <p>A bachelor's degree in paralegal studies, no experience or CLE; OR</p> <p>A bachelor's degree in any subject, no paralegal certificate, 6 months of experience and 1 hour of ethics taken in the year preceding the exam application date;</p> <p>OR</p> <p>An associate's degree in paralegal studies, no experience or CLE;</p> <p>OR</p> <p>An associate's degree in any subject, a</p>	<p>Associate's degree in paralegal studies obtained from an institutionally accredited and/or ABA approved paralegal program and six (6) years of substantive paralegal experience;</p> <p>OR</p> <p>Bachelor's degree in any course of study obtained from an institutionally accredited school and three (3) years of substantive paralegal experience;</p> <p>OR</p> <p>Bachelor's degree and completion of a paralegal program within an</p>	<p>Graduation from paralegal program approved by ABA or associate degree program or post-baccalaureate certificate program in paralegal studies; or bachelor's degree program in paralegal studies, or paralegal program of 60+ hours, with at least 15 semester hours in substantive legal courses;</p> <p>OR</p> <p>Bachelor's degree in any field plus one year's experience as a paralegal (15 semester hours of substantive legal courses is equivalent to one year's experience as a paralegal);</p> <p>OR</p>	<p>Five years of experience performing paralegal/legal assistant duties.</p> <p>OR</p> <p>Be a graduate from an ABA approved Paralegal Program.</p> <p>OR</p> <p>Hold a Bachelor's degree in paralegal studies.</p> <p>OR</p> <p>Be a graduate from an accredited paralegal program which consists of a minimum of 60 semester hours of which a minimum of 15 hours is substantive law.</p> <p>OR</p> <p>Hold a Bachelor's degree in an unrelated field and have one year of experience performing paralegal/legal assistant duties.</p>

	<p>paralegal certificate, no experience or CLE;</p> <p>OR</p> <p>An associate's degree in any subject, no paralegal certificate, 1 year of experience and 6 hours of CLE, including 1 hour of ethics taken in the year preceding the exam application date;</p> <p>OR</p> <p>Active duty, retired or former military personnel qualified in a military operation specialty as a paralegal and 1.0 hour of Ethics CLE within the year preceding the exam application;</p> <p>OR</p> <p>Candidates who are within two months of graduating and registered for the PCC Exam by a Director of a paralegal studies program participating in the PCCE Assurance of Learning (AoL) Program at the Partner level;</p> <p>OR</p> <p>A paralegal certificate from a program that meets or exceeds the requirements set forth in NFPA's Short Term Paralegal Program Position Statement , 1 year of experience and 6 hours of CLE, including 1 hour of ethics taken in the year preceding the exam application date;</p>	<p>institutionally accredited school (which may be embodied in the bachelor's degree) and a minimum of two (2) years substantive paralegal experience;</p> <p>OR</p> <p>Four (4) years of substantive paralegal experience on or before December 31, 2000.</p>	<p>High School diploma or equivalent plus seven years' experience as a paralegal under the supervision of an attorney, plus a minimum of 20 hours of CLE within the two year period prior to sitting for the exam.</p>	
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	<p>OR</p> <p>A high school diploma or GED, 5 years of experience and 12 hours of CLE, including 1 hour of ethics taken in the 2 years preceding the exam application date.</p>			
Exam Fees	\$215 – Non Refundable	Member: \$25 Application Fee; \$225 Exam Fee Non Member: \$25 Application Fee; \$250 Exam Fee	\$250 Member Fee; \$275 Non-Member Fee; plus testing fees per specific section; <i>Fees vary by testing center:</i> One - 1.5 hour session @ each \$40 Two - 2 hour sessions @ \$40 each Two - 2.5 hour sessions @ \$47 each	Member: \$200; Non-Member: \$250
Testing Dates and Locations	Every day except Sundays and Holidays at Prometric Testing Centers across the United States and Guam etc. Candidates must take the exam within 90 days of approval of application.	Every day except Sundays and Holidays at Prometric Testing Centers across the United States and Guam etc. Candidates must take the exam within 90 days of approval of application.	January, May and September at ACT Testing Centers in most major cities.	First Saturday of March and last Saturday in September in most major metropolitan areas.
Retest	\$215; 6 month waiting period to apply to retest.	\$225 Member Fee; Non-Member \$250 Fee. 6 month waiting period to apply to retest	\$60 fee per section for Member & Non-member; plus applicable testing center fees for the length of session required for the specific section. <i>Fees vary by testing center</i>	\$50/part Member Fee; \$60/part Non-member Fee. No waiting period to retest.

Testing Time	Two and one-half (2.5) hours	Four (4) hours	Two years to successfully complete 5 major sections and 4 practice area sections. The time begins on the date any section of the exam is first taken.	One Day
Composition of Exam	<p>Domain 01: Paralegal Practice</p> <ul style="list-style-type: none"> ➤ Paralegal Profession ➤ Ethics and Professional Practice ➤ U.S. Legal System ➤ Legal Research ➤ Legal Writing and Critical Analysis ➤ Communication ➤ Law Office Management and Legal Technology ➤ Civil Litigation <p>Domain 02: Substantive Areas of Law</p> <ul style="list-style-type: none"> ➤ Business Organizations ➤ Contracts ➤ Criminal ➤ Estates, Wills and Trusts ➤ Family ➤ Real Estate ➤ Torts <p>For detailed information please see Appendix A of the PCCE Candidate Handbook available on the NFPA website.</p>	<p>Domain I – Administration of Client Legal Matters: conflict checks; develop, organize and maintain client files; develop and maintain calendar/tickler systems; develop and maintain databases; coordinate client services.</p> <p>Domain II – Development of Client Legal Matters: client interviews; analyze information; collaborate with counsel; prepare, file and serve legal documents and exhibits; prepare clients and witnesses for legal proceedings.</p> <p>Domain III – Factual/Legal Research: obtain factual and legal information; investigate and compile facts; inspect, evaluate and analyze evidence; ascertain and analyze legal authority.</p> <p>Domain IV – Factual/Legal Writing: communicate with</p>	<p>Federal law and procedure, major subject areas include communications, ethics, legal research, human relations and interviewing techniques, judgment and analytical ability, and legal terminology</p> <p>Sections of Substantive law include <i>four mini-examinations</i> in the areas of: American legal system, civil litigation, business organizations, and contracts.¹</p>	<p>Part 1 – Written Communications: Grammar and word usage, spelling, punctuation, number usage, capitalization, composition and expression</p> <p>Part 2 – Legal Knowledge and Skills: Legal research, citations, legal terminology, the court system and ADR, and the legal skills of interviewing clients and witnesses, planning and conducting investigations, and docketing</p> <p>Part 3 – Ethics and Judgment: Ethical situations involving contact with clients, the public, coworkers, and subordinates; other ethical considerations for the legal profession; decision making and analytical ability; and ability to recognize priorities</p> <p>Part 4 – All areas of substantive law, including administrative; business organizations and</p>

¹ Information obtained from NALA Website

		<p>client/counsel; draft legal analytical documents.</p> <p>Domain V - Office Administration: personnel management; acquire technology; coordinate and utilize vendor services; create and maintain library and legal resources, develop and maintain billing system.</p>		<p>contracts; civil procedure and litigation; criminal; family; real property; torts; wills, trusts, and estates; admiralty and maritime; antitrust; bankruptcy; environmental; federal civil rights and employment discrimination; immigration; intellectual property; labor; oil and gas; pension and profit sharing; taxation; water; workers' compensation²</p>
Review Manual	\$75 plus tax and Shipping	\$82.20 plus tax and shipping	<p>Member \$160 plus tax and shipping</p> <p>Non-Member \$170 plus tax and shipping</p> <p>Mock Exam Member \$45 plus tax and shipping</p> <p>Non - Member \$55 plus tax and shipping</p>	
Certification Renewal - CLE	Every two years from anniversary date of exam: 8 hours of CLE, including 1.0 hour of ethics.	Every two years from anniversary date of exam: 12 hours of CLE, including 1.0 hour of ethics.	Every five years – 50 hours of CLE, including 5 hours of legal ethics.	Every five years – 75 hours of CLE, including 5 hours of legal ethics.
Renewal Fees	<p>Member Fee \$35</p> <p>Non-Member Fee \$50</p> <p>Late Fee \$50 in addition to renewal fee.</p>	<p>Member Fee \$50</p> <p>Non-Member Fee \$75</p> <p>Late Fee \$50 in addition to renewal fee.</p>	\$125	\$75
Number Certified	169 (3/14)	575 (3/14)	17,711 (11/13)	561 (1/14)

² Information obtained from NALS website