

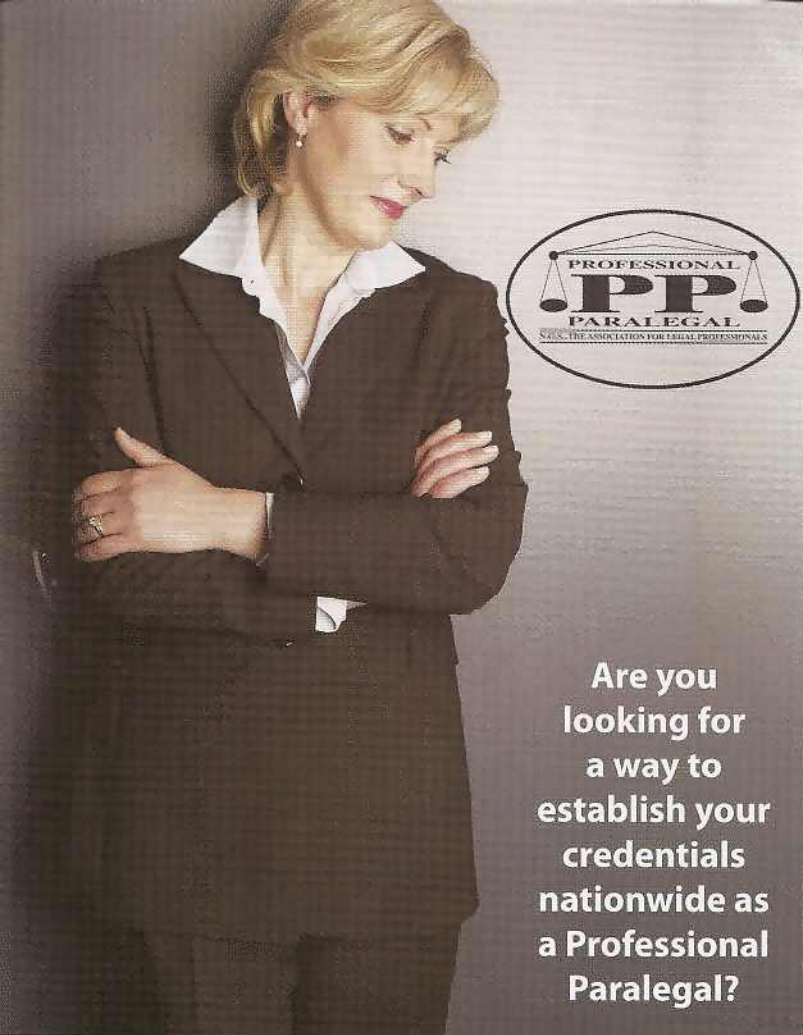
stand out

with a NALS certification



From entry level to professional paralegal –
one is right for you!

ALS...the basic certification for legal professionals
PLS...the advanced certification for legal professionals
Professional Paralegal



Are you
looking for
a way to
establish your
credentials
nationwide as
a Professional
Paralegal?

Professional Paralegal

Established in 2004, the Certified PP designation is an attainable goal for paralegals who wish to be identified as exceptional in all areas of law. The certificate is received after passing a one-day, four-part examination.

Successful completion of the PP examination demonstrates:

- A mastery of procedural skills and communication skills.
- An advanced knowledge of procedural law, the law library, and the preparation of legal documents.
- A working knowledge of substantive law and the ability to perform specifically delegated substantive legal work under an attorney's supervision.
- The ability to interact on a professional level with attorneys, clients, and other staff.
- The discipline to assume responsibility and exercise initiative and judgment while adhering to legal ethical standards at all times.
- Working under the supervision of a practicing lawyer or a judge, the Certified PP is expected to possess:
 - The same high standard of ethical conduct imposed upon members of the Bar.
 - Excellent written and verbal communication skills.
 - Knowledge and understanding of legal terminology and procedures, as well as procedural and substantive law.
 - The ability to assume responsibility, exercise initiative and judgment, and prepare substantive legal documents within the scope of assigned authority.
- Attaining this goal demonstrates dedication to professionalism and acceptance of the challenge to be exceptional. Personal motivation is necessary to attain such a goal.

PP Examination Eligibility

Any person who has five years of experience performing paralegal/legal assistant duties is eligible to take the Professional Paralegal examination. (A candidate may receive a partial waiver of one year if he or she has a post-secondary degree, other certification, or a paralegal certificate; a candidate with a paralegal degree may receive a two-year partial waiver). Membership in NALS is not a requirement.

The Exam Covers

- PART 1: Written Communications
- PART 2: Legal Knowledge and Skills
- PART 3: Ethics and Judgment Skills
- PART 4: Substantive Law

Examination Guidelines

All four parts of the examination must be taken on the first attempt with the exception of PLS's for which only Part 4 Substantive Law is needed. If you do not pass the entire examination on the first attempt, but do pass one or more parts, you may retake the part (or parts) you failed. All failed parts must be retaken at the same time. *Effective March 2008, there will be a two-year limitation in which to retake any portion of the exam previously attempted but not passed.*

Those passing the exam will receive a certificate which is valid for five years. Recertification is required every five years and may be achieved through the accumulation of continuing legal education hours and activities.

Examination Dates

March	First Saturday
September	Last Saturday

Application Deadlines

March	Postmarked by January 1
September	Postmarked by August 1

Examination Fees

For Current PLSs

Members	\$150
Nonmembers	\$200

For Non-PLS

Members	\$200
Nonmembers	\$250

Retake Fees

Members	\$50 per part
Nonmembers	\$60 per part

Preparing for the Exam

PP Resource Manual*

The PP Resource Manual is designed to help you achieve the goal of becoming a certified PP. In addition to information about the program, it includes an application to take the exam, an overview of the topics covered by each part, and the references.* The manual can be used for studying alone or with a study group or by an instructor preparing lesson plans.

PP Mock Exam With Annotations*

This product assists those seeking certification, providing multiple choice questions in a format similar to the certification examination. The Mock Exam tests students on their knowledge and their ability to apply what they have learned and studied in the required materials. The Annotations provide immediate feedback by directing students to the appropriate chapters and sections in the reference books.

PLS...the advanced certification for legal professionals

The Certified PLS designation is an attainable goal for lawyer's assistants who want to be identified as exceptional. The certification is received after passing a one-day, four-part examination.

Attaining this goal demonstrates dedication to professionalism and acceptance of the challenge to be exceptional. Personal motivation is necessary to attain such a goal.

The purpose of the examination is to certify a legal professional who possesses:

- A mastery of office skills and people skills,
- The ability to interact on a professional level with attorneys, clients, and other support staff,
- The discipline to assume responsibility and exercise initiative and judgment,
- A working knowledge of procedural law, the law library, and the preparation of legal documents.

PLS Examination Eligibility

Any person who has had three years of experience in the legal field may take the examination. Membership in NALS is not a requirement. A partial waiver of the three-year legal experience requirement may be granted for certain post-secondary degrees, successful completion of the ALS ... the basic certification for the legal professional, or attainment of other certifications. The maximum waiver is one year.

The Exam Covers

- PART 1: Written Communications
- PART 2: Office Procedures and Technology
- PART 3: Ethics and Judgment Skills
- PART 4: Legal Knowledge and Skills

Examination Guidelines

All four parts of the examination must be taken on the first attempt. If you do not pass the entire examination on the first attempt, but do pass one or more parts, you may retake the part (or parts) you failed. All failed parts must be retaken at the same time. *Effective March 2008, there will be a two-year limitation in which to retake any portion of the exam previously attempted that not passed.*

Those passing the exam will receive a certificate which is valid for five years. Recertification is required every five years and may be achieved through the accumulation of continuing legal education hours and activities.

Examination Dates

March	First Saturday
September	Last Saturday

Application Deadlines

March	Postmarked by January 1
September	Postmarked by August 1

Examination Fees

For the Initial Examination

Members	\$150
Nonmembers	\$200

Retake Fees

Members	\$40 per part
Nonmembers	\$50 per part



How do your skills compare with the hallmarks of a professional?

Preparing for the Exam

PLS Resource Manual*

The PLS Resource Manual is designed to help you achieve the goal of becoming a Certified PLS. In addition to information about the program, it includes an application to take the exam, an overview of the topics covered by each part, and the references. The manual can be used for studying alone or with a study group or by an instructor preparing lesson plans.

PLS Mock Exam With Annotations*

This product assists those seeking certification, providing multiple choice questions in a format similar to the certification examination. The Mock Exam tests students on their knowledge and their ability to apply what they have learned and studied in the required materials. The Annotations provide immediate feedback by directing students to the appropriate chapters and sections in the reference books.

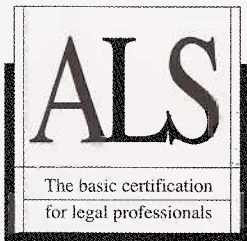
NALS Advanced Legal Training Course

Many states and local chapters sponsor the NALS Legal Training Course. This course emulates a classroom study style in preparing for the exam. Contact your state or local chapter for more information on a course near you or visit our calendar Web page at www.nals.org for an upcoming course in your area.

For additional reference materials, visit the NALS bookstore at www.nals.org

*these materials are available for purchase from the NALS Bookstore.

Prepare online for free with the NALS Online Study Group!
www.nals.org/onlinestudygroup/



ALS...the basic certification for legal professionals

One way to demonstrate your preparedness for a career in the demanding field of law is by attaining the ALS designation. This designation is awarded after passing a four-hour, three-part examination.

Attaining this goal demonstrates your commitment and aptitude to succeed in the

ever-changing legal environment.

The ALS examination:

- Demonstrates the ability to perform business communication tasks.
- Gauges the ability to maintain office records and calendars, and prioritize multiple tasks when given real-life scenarios.
- Measures an understanding of office equipment and related procedures.
- Denotes an aptitude for understanding legal terminology, legal complexities, and supporting documents.
- Appraises a knowledge of law office protocol as prescribed by ethical codes.

ALS Examination Eligibility

To sit for the examination, you must have completed one of the following: One year of general office experience; completion of an accredited office curriculum; or completion of a NALS Legal Training Course. Membership in NALS is not a requirement.

The Exam Covers

- PART 1: Written Communications
- PART 2: Office Procedures and Technology
- PART 3: Ethics, Human Relations and Judgment

Examination Guidelines

All three parts of the examination must be taken on the first attempt. If you do not pass the entire examination on the first attempt, but do pass one or two parts, you may retake the examination part (or parts) you did not pass. All failed parts must be retaken at the same time. *Effective March 2008, there will be a two-year limitation in which to retake any portion of the exam previously attempted but not passed.*

Those passing the exam will receive a certificate which is valid for five years. Certification may be extended through continuing education, based on NALS guidelines, for one year.

Preparing for the Exam

ALS Resource Manual*

The ALS Resource Manual is designed to help you achieve the ALS certification. In addition to information about the program, it includes an application to take the exam, an overview of the topics covered by each part, and the reference list. The manual can be used for studying alone or with a study group or by an instructor preparing lesson plans.

ALS Mock Exam With Annotations*

This product assists those seeking certification, providing multiple choice questions in a format similar to the certification examination. The Mock Exam tests students on their knowledge and their ability to apply what they have learned and studied in the required materials. The Annotations provide immediate feedback by directing students to the appropriate chapters and sections in the reference books.

NALS Basic Legal Training Course

Many state and local chapters sponsor the NALS Legal Training Course. This course emulates a classroom study style in preparing for the exam. Contact your state or local chapter for more information on a course near you or visit our calendar Web page at www.nals.org for an upcoming course in your area.

Examination Dates

March	First Saturday
June	First Saturday
September	Last Saturday
December	First Saturday

Italics denote the June and December dates as only for those who have completed a NALS Legal Training Course or an accredited office curriculum

Application Deadlines

March	Postmarked by January 1
June	Postmarked by April 15
September	Postmarked by August 1
December	Postmarked by October 15

Examination Fees

Full-time Students	\$50
NALS members (not a full time student)	\$75
Nonmembers (not a full time student)	\$100

Retake Fees One Part

Full-time Students	\$40
Members	\$40
Nonmembers	\$50

Retake Fees Two or More Parts

Full-time Students	\$50
Members	\$75
Nonmembers	\$100

Earn College Credits for NALS Certifications!

NALS has successfully completed the five-year re-evaluation of the PLS examination, as well as the initial review of the ALS examination, by the American Council on Education (ACE). The evaluation of the PP examination is in process.

ACE had a team of content and technical experts selected from college faculty review the examination and concur that the examination is eligible for college-level credit recommendations.

The minimum score for awarding credit is usually 65 for each part; however, some colleges may require scores of up to 70. It is possible to earn up to 27 college-level credits. Although ACE makes the recommendation, it is up to the college or university you select to make the final decision on the number of credits awarded. They can accept some or all of the credits depending on their policies and procedures, your course of study, and other transfer credits.

Now what do you do?

- Order the ALS, PLS, or PP Resource Manual.
- Order the suggested references listed at www.nals.org.
- Prepare for the exam by studying or taking a NALS Legal Training Course.
- Complete an application form when you are ready to take the exam.



NALS ... *the association for legal professionals*

for more information contact:

NALS Resource Center—Education and Certification Manager
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