

# Montana Association of Legal Assistants\*Paralegals

## CLA/CP Scholarship and ACP Scholarship

The Montana Association of Legal Assistants\*Paralegals would like to promote the CLA/CP and ACP designation by awarding a scholarship for \$275.00 to be used toward obtaining either the CLA/CP and \$250.00 to be used toward obtaining the ACP designation. An individual must meet the following requirements.

### CLA/CP Application Criteria:

1. Applicants must meet NALA Eligibility Requirements for the CLA/CP examination:
  - A. Graduation from a legal assistant program that is:
    - \* Approved by the American Bar Association; or
    - \* An associate degree program; or
    - \* A post-baccalaureate certificate program in legal assistant studies; or
    - \* A bachelor's degree program in legal assistant studies; or
    - \* A legal assistant program which consists of a minimum of 60 semester hours (900 clock hours or 90 quarter hours) of which at least 15 semester hours (225 clock hours or 22.5 quarter hours) are substantive legal courses.
  - B. A bachelor's degree in any field plus one year's experience as a legal assistant. Successful completion of at least 15 semester hours (or 22.5 quarter hours or 225 clock hours) of substantive legal assistant courses will be considered equivalent to one year's experience as a legal assistant.
  - C. A high school diploma or equivalent plus seven (7) year's experience as a legal assistant under the supervision of a member of the Bar, plus evidence of a minimum of twenty (20) hours of continuing legal education credit to have been completed within a two (2) year period prior to the examination date.
2. Applicants must complete the NALA CLA/CP Application prior to the deadlines set by NALA in order that the PDC has sufficient time for review.
3. Applicants must be a MALA member for one full year before they may apply.
4. A 500-word typed essay must be submitted by the applicant with a copy of the application. The topic of the essay will be determined by the Professional Development Committee and located on the CLA/CP Scholarship Application Form.

**Deadlines for CLA/CP Exam:**

**Exam Date:**

January 1 - 31  
May 1 - 31  
September 1 - 31

**Application Date:**

December 1  
April 1  
August 1

**ACP Application Criteria:**

1. Applicants must meet NALA Eligibility Requirements for the ACP examination:  
  
Advanced Paralegal Certification is available to those with a current CLA/CP certification. The certification programs are written with the understanding the person seeking advanced certification has already mastered the CLA/CP examination and has demonstrated knowledge and skills in the area of written communications, legal research, ethics, judgment and legal analysis, and the American legal system, as well as four areas of substantive law.
2. Applicants must complete the NALA ACP on-line Application and Learning Contract.
3. Applicant must be a MALA member for one full year before they may apply.
4. A 500-word typed essay must be submitted by the applicant with the application. The topic of the essay will be determined by the Professional Development Committee and located on the ACP Scholarship Application Form.

**CRITERIA FOR SELECTION FOR BOTH SCHOLARDHIPS**

Proof of NALA Eligibility Requirements  
Proof of Completed Application  
Proof of MALA Membership  
Professional Development Committee Recommendations  
Applicant Essay

**Submit this information by July 15, 2012 to:**

MALA - Scholarship Committee  
P.O. Box 9016  
Missoula, MT 59807-9016