



Montana Association of Legal Assistants\*Paralegals

**2019-2020-21 CERTIFIED PARALEGAL EXAM AWARD APPLICATION**

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_ HOME \_\_\_\_\_ BUSINESS

1. I am a MALA member in good standing and have been a member of MALA since \_\_\_\_\_ (at least one full year before submission of this CP scholarship application).
2. Applicants must comply with at least one of NALA's Eligibility Requirements. Please circle the category (A, B, or C) that applies to you and attach proof of compliance with this requirement.
  - A. Graduation from a paralegal program that is:
    - a) Approved by the American Bar Association; or
    - b) An associate degree program; or
    - c) A post-baccalaureate certificate program in paralegal studies; or
    - d) A bachelor's degree program in paralegal studies; or
    - e) A paralegal 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.  
Note: An applicant may combine college hours from more than one institution. The applicant must have graduated from a paralegal program consisting of a minimum of 15 semester hours (or 225 clock hours or 22.5 quarter hours.) Evidence of the minimum hours required under Category A(e) must be provided with the application form.

- B. A bachelor's degree in any field plus one (1) year experience as a paralegal. Successful completion of at least 15 semester hours (or 22.5 quarter hours or 225 clock hours or equivalent CEU hours) of substantive paralegal courses will be considered equivalent to one year's experience as a paralegal.
  - C. A high school diploma or equivalent plus seven (7) years experience as a paralegal 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.
3. I understand that the scholarship may be used **only** for the following approved costs associated with the NALA CP exam, **up to** the amount of the available scholarship. Approved costs include:
- o *NALA Manual for Paralegals*;
  - o *Certified Paralegal Review Manual: A Practical Guide to CP Exam Preparation* (currently authored by Virginia Koerselman Newman);
  - o *CP Study Guide and Mock Examination* (currently authored by NALA members and material contributed);
  - o *The Elements of Style, Strunk & White*;
  - o NALA CP Practice Tests;
  - o NALA CP Testing Fees; and
  - o NALA CP Testing Center Fees.

4. I will apply the scholarship money toward the following approved cost:

\_\_\_\_\_

5. \_\_\_\_\_ (initial) I would prefer to have payment of the scholarship award made directly to NALA to cover the approved cost. I have attached an invoice from NALA. NALA will submit payment directly to NALA.

**OR**

\_\_\_\_\_ (initial) I would prefer that payment of the scholarship award be made directly to me. I have attached receipts verifying payments made to NALA for fees associated with the item identified in item #4.

6. Are you a NALA member? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide your NALA Member Number: \_\_\_\_\_



## CRITERIA FOR SELECTION

Proof of Compliance with NALA Eligibility Requirements  
NALA Receipt of Payment for the CP Examination or Approved Materials Associated with the  
Examination  
Copy of NALA CP Certificate upon Completion of the Exam  
Confirmation of MALA Membership by MALA Secretary  
Applicant Essay  
Professional Development Committee Recommendations

**Submit this information by March 31, 20218 to:**  
MALA – Professional Development Committee  
[mala@malanet.org](mailto:mala@malanet.org)

\*\*Please note: MALA is accepting applications in electronic form only