



Montana Association of Legal Assistants\*Paralegals

## 2021-2022 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:
- *NALA Manual for Paralegals*;
  - *Certified Paralegal Review Manual: A Practical Guide to CP Exam Preparation* (currently authored by Virginia Koerselman Newman);
  - *CP Study Guide and Mock Examination* (currently authored by NALA members and material contributed);
  - *The Elements of Style, Strunk & White*;
  - NALA CP Practice Tests;
  - NALA CP Testing Fees; and
  - 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. I understand that if I do not achieve a passing score on the NALA CP exam, I will not be required to return to scholarship money but that I will not qualify for future scholarship awards.

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

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

8. Please provide a current CV/Resume that includes:
- A. **Education:** Beginning with the most recent date, list the names and addresses of all schools you have attended, including high school. Include degrees/certificates and honors/scholarships, if applicable.
  - B. **Employment for the past 10 years:** Beginning with the most recent date, list beginning and ending dates of employment; the names, addresses and phone numbers of employers; position title; names of supervisors; and whether such employment was full or part-time.
  - C. **Description of participation/involvement in MALA/NALA or other paralegal associations or organizations.**
9. I agree to notify the Chair of the Professional Development Committee when I have completed the NALA CP course at the email address listed below<sup>7</sup> and provide a copy of my CP credential.
10. Please provide a typed 500-word or less essay describing your educational and career objectives that includes your career plans, what you have accomplished, and how you think obtaining the CP designation will affect your future. Continue the essay on a separate sheet of paper if necessary.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



## 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 1, 2022 to:**

MALA – Professional Development Committee [mala@malanet.org](mailto:mala@malanet.org)

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