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The North Carolina State Bar
Board of Paralegal Certification



Application for the North Carolina Paralegal Certification Exam October 16, 2021 Exam

PO Box 25908, Raleigh, NC 27611
(919) 828-4620

PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION.

1. READ the North Carolina Plan for Certification of Paralegals found at 27 N.C.A.C. 1G, Sect. 0100 *et seq.* and published in *The North Carolina State Bar Lawyer's Handbook*.

2. EXAM DATE — **October 16, 2021.**

3. APPLICATION DEADLINE — **August 13, 2021.**

4. REMOTE PROCTORING TESTING — Due to the public health concerns surrounding the COVID-19 pandemic, the **October 16, 2021** Paralegal Certification Exam will be administered by computer using remote proctoring. Remote proctoring enables examinees to take the exam on a computer in the location of their choice under the supervision of a remote proctor using the examinee's computer's webcam and microphone in conjunction with our testing platform ExamSoft/Examplify. (See additional instructions and technological requirements for remote proctoring below.)

5. FILING FEE — A **non-refundable** filing fee of **\$125.00** must accompany this application. Make checks or money orders payable to: The North Carolina State Bar Board of Paralegal Certification, PO Box 25908, Raleigh, NC 27611.

Checks returned for insufficient funds are subject to a \$35.00 fee and a certified check is required prior to processing the application. Denial or withdrawal of an application will not entitle an applicant to a refund of the fee or any part of the fee.

6. SPECIAL TESTING ACCOMMODATIONS FOR DISABLED APPLICANTS — A written request for accommodations, supported by documentation of disability, must be submitted with the certification application to the Managing Director by **August 13, 2021.**

7. QUALIFIED BY WORK EXPERIENCE; VERIFICATION REQUIRED — Demonstration of work experience to qualify for the certification exam must be established by sworn affidavit(s) from the lawyer(s) or other supervisory personnel who has knowledge of the applicant's work as a legal assistant/paralegal during the entirety of the claimed work experience.

8. COMPLETED APPLICATIONS — Completed applications should be mailed to: The North Carolina State Bar Board of Paralegal Certification, PO Box 25908, Raleigh, NC 27611. Mailed applications shall be postmarked no later than **August 13, 2021.** Incomplete applications will be returned to the applicant. Each applicant is notified by mail of the acceptance or rejection of his or her application to sit for the exam after the Board's quarterly meeting in August 2021.

9. EXAMINATION FEE — The **\$100.00** exam fee is **non-refundable.** The exam fee is **not** due and **will not** be collected until **after** the applicant has been approved to sit for the exam in **August 2021.** **Exam fees must be paid by check or money order only.** Information regarding the exact exam fee due date will be included in the approval letters. Examination fees will **not** be accepted on exam day.

Make checks or money orders payable to: The North Carolina State Bar Board of Paralegal Certification, PO Box 25908, Raleigh, NC 27611. Checks returned for insufficient funds are subject to a \$35.00 fee and a certified check is required prior to exam admittance and release of exam results. Failure of the exam does not entitle an applicant to a refund of the fee or any part of the fee.

10. EXAM RESULTS — **Exam results are mailed approximately 8 to 10 weeks after the exam date.**

Remote Proctoring Exam Instructions

Remote proctoring enables examinees to take the exam in the location of their choice – including the comfort of their home or office – under the supervision of a remote proctor using the examinee’s computer’s webcam and microphone in conjunction with our testing platform ExamSoft/Examplify.

Applicants may take the exam using their own personal computer or a computer owned by another person/entity. Applicants are solely responsible for providing a compatible computer for taking their exam (see system requirements, below), and are solely responsible for verifying system compatibility. Upon starting the exam using ExamSoft’s testing program, Examplify, the examinee will be locked out from all other programs on the computer except for Examplify until the test concludes.

SYSTEM REQUIREMENTS: The general system/technical requirements to enable and utilize ExamSoft’s remote proctoring feature are listed below. Desktop and laptops only (Mac or Windows only); tablets and mobile devices are not supported.

- Webcam and microphone – required
- Minimum hard drive requirements: 2GB of free space on the computer’s hard drive
- Minimum memory/RAM requirements: 4GB required; 8GB recommended
- Minimum CPU requirements: Intel i3 2+Ghz or equivalent
- Compatible operating systems: Windows 10 (version 1803, 1809, 1903, or 1909); Mac OS 10.13, 10.14, or 10.15
- Minimum Internet speed: 2.5mbps upload speed

For Examsoft’s Mac-specific compatibility requirements, [click here](#).

For Examsoft’s Windows-specific compatibility requirements, [click here](#).

If you do not have access to a computer meeting these minimum system requirements, you cannot take the October 2021 Paralegal Certification Exam.

REGISTRATION PERIOD: Applicants will receive instructions on how to register and download the software via email. This will include two mock exams to ensure compatibility of the Examplify software with your personal laptop. This process must be completed by the designated date set forth by the North Carolina State Bar Board of Paralegal Certification.

If you have questions about the exam format, please contact Joy C. Belk at jbelk@ncbar.gov or 919-828-4620.

If you need assistance with computer or technical questions; contact ExamSoft Support at 866-429-8889, Mon-Fri 7:30-8:30 PM ET and Sat 8:30-6:30 PM.

To read additional information about Examsoft/Examplify, [click here](#).

To read additional information about Examsoft’s/Examplify’s remote proctoring program, [click here](#).

YOUR COMPUTER’S MICROPHONE AND WEBCAM MUST REMAIN ON DURING THE ENTIRE EXAM.

IF NOT, IT WILL RESULT IN FAILURE OF THE EXAM.

Application for the North Carolina State Bar Board of Paralegal Certification Exam

Filed: _____
(For Office Use Only)

File number: _____
(For Office Use Only)

PLEASE TYPE OR PRINT LEGIBLY AND FULLY COMPLETE ALL SECTIONS

INCOMPLETE APPLICATIONS WILL BE RETURNED

1. PERSONAL INFORMATION (ALL FIELDS ARE MANDATORY)

1. Full name:
 Mrs. Ms. Mr. _____
(First) (Middle) (Last) (Maiden)

2. Name as you would like it to appear on your certificate: _____

3. Home mailing address: _____
(Street/PO Box) (City) (State) (Zip)

4. Telephone numbers (Home): _____ (Cell): _____

5. E-Mail address: _____
(Please do not use your work e-mail address)

6. Are you a legal resident of the United States? Yes or No

7. List any criminal conviction(s) (not traffic infractions) that you have received or that is currently pending. (If conviction(s) was under a different name, list that name.) Also, please attach a letter of explanation and a copy of any criminal record reports you have in your possession.

Type of Conviction	Jurisdiction	Date	Name (if different from above)

(Attach additional pages if necessary.)

2. QUALIFYING METHOD

Indicate all methods by which you may qualify for certification (and complete all appropriate sections of this application).

- Method A**—Earned a high school diploma or equivalent plus five years of experience (comprising 10,000 work hours) as a legal assistant/paralegal or paralegal educator and, within the twelve months prior to the application, completed one hour of CLE on the topic of professional responsibility.
 - **SUBMIT PROOF OF CLE WITH APPLICATION**

- Method B**—Obtained and maintained at all times prior to application the Certified Legal Assistant (CLA)/Certified Paralegal (CP) from the National Association of Legal Assistants; (ii) the designation PACE-Registered Paralegal (RP)/Certified Registered Paralegal (CRP) from the National Federation of Paralegal Associations; or (iii) another national paralegal credential approved by the board.
 - **SUBMIT PROOF OF CERTIFICATION WITH APPLICATION**

- Method C**—Fulfilled the educational requirements set forth in the Plan for Certification of Paralegals, Rule .0119.
 - **SUBMIT PROOF OF EDUCATION (Transcript) WITH APPLICATION**

3. QUALIFICATION BY WORK EXPERIENCE

List your work experience* as a paralegal, legal assistant, or paralegal educator comprising 10,000 hours using the chart below. Attach additional pages if necessary.

Employer (Name/Address)	Dates of Employment	Name of Supervisor	Number of Hours of Paralegal Work

* Work experience shall mean (a) specifically delegated substantive legal work, which, for the most part, requires a sufficient knowledge of legal concepts that, absent the performance of such work by a nonlawyer, would be performed by a lawyer, or (b) work performed exclusively in areas of legal practice wherein nonlawyers are authorized by applicable state or federal law to provide legal services directly to the public.

4. EDUCATION

A. High School or Equivalent (required)

Name of school _____ Location _____
 Year diploma/degree received _____

B. Associate, Bachelor, and Post Graduate Degrees (if applicable)

Complete the following information for each degree obtained. (*List paralegal degrees under section 3 below.*) Provide a copy of an international educational credential evaluation if your degree was obtained from a foreign college or university. An evaluation must be from an organization that is a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).

Full Name/Location of School	Degree Obtained	Subject Matter	Date

C. Paralegal Studies Programs (if applicable)

Complete the following information for each *paralegal degree* obtained.

Full Name/Location of School	Degree/Certification Obtained	Date

Answer the following questions about your paralegal studies program:

- a. How many semester credits did you obtain via live classroom instruction? _____
- b. How many semester credits did you obtain via real-time, simultaneous broadcast satellite or webinar instruction?

- c. How many semester credits did you obtain by taking courses computerized (taken over the internet but NOT real-time, simultaneous broadcast satellite or webinar)? _____

4. Transcript

Official transcripts must be mailed or emailed (Transcripts@ncbar.gov) directly from the high school, college/university, paralegal institution, law school (as applicable) where you obtained your paralegal degree(s) or certificate or the schools designated transcript service.

Check this box if your transcript will be emailed or mailed directly from your school or their transcript service:

5. LAW LICENSES

Complete this section only if you have earned a degree from an ABA accredited law school.

1. Have you ever been licensed to practice law? If so, state where and when you were licensed, along with your Bar ID number for each license.

2. If your law license has ever been suspended or revoked, state the reason for the suspension or revocation, the name of the entity taking such action, the date of the action, and the reason therefore.

Confidentiality Pledge

I understand that the questions on the paralegal certification examination are confidential and that maintaining the confidentiality of the questions on the examination is my professional responsibility. Therefore, I understand and agree to the following:

- I will not divulge the contents of any examination question to anyone; provided, however, I may describe the examination generally (e.g., subject matter covered, types of questions, etc.) to any interested person.
- While taking the examination, I will not memorize any examination question for the purpose of disclosing such question to any interested party.
- I will not write down any examination question recalled from memory following the administration of the examination.
- I will not be permitted to review the graded examination.
- If I divulge the contents of any examination question in violation of this pledge, my certification as a paralegal may be suspended or revoked, and I may be prohibited from taking the paralegal certification examination at any time in the future.
- I will not participate in the planning, preparation or teaching of a review course for North Carolina State Bar exam for paralegal certification for one year from the last viewing of the exam.
- I will not have my cellphone or other electronic devices in the room with me other than the device I'm using to take the exam.
- I understand that while taking the exam, I must be alone and no one is allowed in the room with me.

If I commit any of the above mentioned acts, I understand that my exam will be disqualified resulting in failure.

I also understand that if I commit any of the above mentioned acts, I will be barred from taking the certification exam again and will not be considered for certification.

This the _____ day of _____, 20_____.

Print or type full name

Signature

ACKNOWLEDGMENT OF APPLICANT

- I have read the rules of the board and the standards for certification of paralegals (27 N.C. Admin. Code 1G.0100 et seq.). I agree to comply with the rules and regulations of the board and the standards.
- I consent to a confidential inquiry of third parties by the board for the purpose of determining whether I fulfill the requirements for certification and I waive the ability to request the results of any such inquiry.
- If granted a paralegal certificate by the Board of Paralegal Certification, I agree to surrender the certificate if the certificate is revoked by the board.
- I agree to pay all fees required by the board when due.
- I understand the period of certification is one (1) year. If I become a certified paralegal and desire to continue my certification, I must comply with the standards regarding continued certification as a paralegal.
- I affirm the contents of this application and its attachments, and I affirm that the material representations of my experience and education set forth herein are true and correct.
- I am enclosing my check for \$125.00 as the application fee. I understand this fee is nonrefundable regardless of the disposition of my application. I am aware an additional examination fee will be assessed upon my approval to sit for the exam, and I am prepared to submit payment covering that exam fee.

This the _____ day of _____, 20_____.

Print or type full name

Signature: _____

**QUALIFICATION BY WORK EXPERIENCE ONLY –
ATTORNEY/SUPERVISOR VERIFICATION**

I _____, hereby verify that:

- the applicant, _____, is personally known to me,
- that the applicant worked under my supervision as a paralegal, legal assistant, and/or paralegal educator for the number of hours at the place of employment spanning the dates listed below, and
- that the applicant’s work during the indicated number of hours spent as a paralegal/legal assistant consisted of qualified work experience.*

I further verify that at the time I supervised the applicant as indicated below, a) I was a member in good standing of the North Carolina State Bar, or the Bar of the state indicated below, OR b) I held the title of _____ at the place of employment listed below.

Employer (Name/Address)	Dates of Applicant’s Employment	Number of Hours of Paralegal Work* Completed by Applicant	Name(s) of Applicant’s Other Supervisor(s)

I further verify that I have reviewed the contents of this application, and based on personal knowledge, I am informed and believe that the contents of this application, including without limitation the applicant’s representations of education and experience, are true and correct.

This the _____ day of _____, 20_____.

Print or type full name

Title Law Firm

Address Licensing State Bar Number

Signature: _____

* Work experience shall mean (a) specifically delegated substantive legal work, which, for the most part, requires a sufficient knowledge of legal concepts that, absent the performance of such work by a nonlawyer, would be performed by a lawyer, or (b) work performed exclusively in areas of legal practice wherein nonlawyers are authorized by applicable state or federal law to provide legal services directly to the public.