[[1]](#footnote-1)

Candidates for certification must **meet one** of the following requirements outlined below in Categories 1, 2, or 3 at the time of filing an application form.

**Category 1:**  
Graduation from, completion of, or current enrollment in the last semester or quarter of a paralegal program that meets one of the criteria listed in sections (a) through (e) below.  
(a) a paralegal program approved by the American Bar Association; or  
(b) an associate degree program in paralegal studies; or  
(c) a post-baccalaureate certificate program in paralegal studies; or

*(In addition to the official school transcript, candidates must submit an original course catalog or an original letter from the school registrar or program director attesting that the program is a post-baccalaureate certificate program requiring a bachelor’s degree as a prerequisite.)*

(d) a bachelor's degree program in paralegal studies; or  
(e) a paralegal program which consists of a minimum of 60 semester hours (or equivalent quarter hours) of which at least 15 semester hours (or equivalent quarter hours) are substantive legal courses.

*(Candidates applying under Category 1(e) may combine college hours from more than one institution. The candidate must have graduated from a paralegal program consisting of a minimum of 15 semester hours [or 225 clock hours or equivalent quarter hours]. Evidence of the minimum hours required under Category 1(e) must be provided with the application form.)*

**Category 2:**  
A bachelor's degree in any field plus one year of experience as a paralegal or successful completion of at least 15 semester hours (or equivalent quarter hours) of substantive paralegal courses.

*(Those applying under the provision allowing for additional course work in lieu of the one-year work experience must submit an official school transcript showing completed course work.)*

**Category 3:**  
A high school diploma, or equivalent, plus seven (7) years of experience as a paralegal plus a minimum of twenty (20) hours of continuing legal education completed within the two-year period prior to application for the examination.

*(Evidence of continuing legal education credit is documented by the attorney/employer attestation that must be signed as part of the application form or by submitting certificates of completions for CLEs taken.)*

1. As described on NALA.org accessed 2021.01.12 [↑](#footnote-ref-1)