

INSTRUCTIONS FOR PETITIONERS FOR INACTIVE STATUS

Procedure

The petition must be reviewed and approved by the Board of Paralegal Certification (the "board"). The board meets quarterly in February, May, August, and November of each year.

Instructions for Completing and Filing Petition

1. Print or type the petition. Complete, date, and sign the petition to acknowledge that you have read and understand the statements on the petition.
2. **The petition must be postmarked on or before your current renewal date to avoid lapse of your certification.** You may not petition the board for inactive status after your renewal date or after your certification has lapsed.
3. Mail the petition to:
Director
NC State Bar Board of Paralegal Certification
P.O. Box 25908
Raleigh, NC 27611

Keep a copy of your petition for your records.

4. Following the board meeting at which your petition is reviewed, you will receive notification informing you if your request for inactive status has been approved by the board via email (or mail) to the address in our records.

Effect of Inactive Status

The period of inactive status shall be one year from the designated renewal date. On or before expiration of inactive status, a paralegal on inactive status must file a petition for (continued) inactive status or seek reinstatement to active status by filing a renewal application. Failure to petition for continued inactive status or renewal each year shall result in lapse of certification.

A paralegal may be inactive for not more than a total of five (5) consecutive years. During a period of inactive status, a paralegal is not required to pay the renewal fee or to complete continuing paralegal education. During a period of inactive status, a paralegal cannot represent that he or she is a North Carolina certified paralegal.

To be reinstated as a certified paralegal, the paralegal must petition the board for reinstatement by filing a renewal application prior to the expiration of the inactive status period and must pay the annual renewal fee. If the paralegal was inactive for a period of two (2) consecutive calendar years or more, the paralegal must complete 12 hours of credit in board approved continuing paralegal education, or its equivalent, during the year prior to the filing of the petition. Of the 12 hours, at least 2 hours shall be devoted to the areas of professional responsibility or professionalism or any combination thereof.

If you do not file your renewal application for reinstatement to active status or petition for continued inactive status prior to the annual renewal date, your certification will lapse. To be certified again, you will need to reapply and comply with all the certification requirements, including passage of the certification exam.

**PETITION FOR TRANSFER TO INACTIVE STATUS
TO THE BOARD OF PARALEGAL CERTIFICATION**

Name: _____ CPID: _____

Address: _____

1. I understand that if this petition is granted, the inactive period would last for one (1) year, and at the end of the inactive period, I must either 1) petition the Board to remain inactive each year (for up to five years), or 2) file a renewal application to seek reinstatement to active status.

2. I understand that if this petition is granted, I cannot represent that I am a North Carolina Certified Paralegal or use any of the other designations set forth in the Plan for Certification of Paralegals during the inactive period.

3. I desire to be placed on inactive status for the following reason (check one and provide explanation):

Financial inability to pay the annual renewal fee and to pay for continuing legal education courses due to unemployment or underemployment of the paralegal for a period of three months or more

Explanation:

Disability or serious illness for a period of three months or more

Explanation:

Active military service

Explanation:

Transfer of the paralegal's active military spouse to a location outside of North Carolina

Explanation:

By signing this petition, I acknowledge and confirm all statements herein.

Signature

Date