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The North Carolina State Bar
Board of Paralegal Certification

**Application for the
North Carolina
Paralegal
Certification Exam**
April 13, 2019
Exam

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

Instructions and Information for Applicants

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 — **The exam is scheduled for April 13, 2019 in Charlotte, Winston Salem, Greenville and Raleigh.** The North Carolina State Bar Board of Paralegal Certification offers both computerized and paper versions of the certification exam. Applicants approved to sit for the exam are notified of the exact exam location in their approval letters.

****Applicants taking the computerized version of the exam must bring their personal laptop to the exam location (Charlotte, Winston Salem, Greenville, or Raleigh) on the day of the exam with the Exemplify software already installed.****

Exemplify software can be used on modern laptops purchased within the last 3-4 years. However, **Exemplify software is not compatible with Internet Explorer or IPADS.** For specific system requirements, please visit <https://examsoft.force.com/etcommunity/s/article/Exemplify-Quick-Start-Guide-Using-Exemplify>.

3. APPLICATION DEADLINE — **The application deadline is January 15, 2019.**

4. TESTING LOCATION — The North Carolina State Bar Board of Paralegal Certification reserves the right to cancel any location due to conflicts or if a location has less than five registered applicants. Applicants are notified of location changes as soon as possible and switched to a location of their choosing.

5. FILING FEE — A **non-refundable** filing fee of \$125 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 fee and a certified check is required prior to processing the application. Rejection 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 to the assistant director by **January 15, 2019.**

7. COMPLETED APPLICATIONS — Completed applications should be mailed to: Joy C. Belk, Assistant Director, The North Carolina State Bar Board of Paralegal Certification, PO Box 25908, Raleigh, NC 27611 by **January 15, 2019.**

8. PROCESSING OF APPLICATIONS — Received applications are listed as “Application Received” on the “Paralegal Search” page of our website www.nccertifiedparalegal.gov. Due to the large number of applications received, it could take several weeks before your name is entered into our system and show on our website.

Only completed applications will be reviewed by the Board of Paralegal Certification (the Board). Incomplete applications are 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 February 2019.

9. EXAMINATION FEE — A **non-refundable** \$50 examination fee is due **prior** to taking the certification exam. Information regarding the 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 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 6 to 8 weeks after the exam date.** Applicants can check the “Paralegal Search” page on the Board’s website, www.nccertifiedparalegal.gov for results.

Computerized Exam Instructions

The NC State Bar Board of Paralegal Certification encourages all applicants to take the computerized version of the exam; however it is not mandatory at this time. In case of technical difficulties, paper exams will be available to applicants.

REGISTRATION PERIOD: Applicants will receive instructions on how to register and download the software via email. You must take the mock exam to insure compatibility of the Exemplify 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.

You can read additional information about Exemplify here:

<https://examsoft.force.com/etcommunity/s/article/Exemplify-Quick-Start-Guide-Using-Exemplify>

****** Applicants taking the computerized exam must bring their personal laptop to the exam location (Charlotte, Greensboro, Winston Salem or Raleigh) on the day of the exam with the Exemplify software already installed******

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

1. Full name:
 Miss Mrs. Ms. Mr. _____

(First)
(Middle)
(Last)
(Maiden)

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

3. Mailing address: _____

(Street/PO Box)
(City)
(State)
(Zip)

(Please do not use your work mailing address)

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

5. Personal 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. EDUCATION

1. High School

Name of school _____ Location _____

Year diploma received _____

2. Associate, Bachelor, and Post Graduate Degrees

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

3. Paralegal Studies Programs

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:

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

- 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

Mail an official sealed transcript from the paralegal institution or law school where you obtained your degree or certificate. **OPEN OR UNSEALED TRANSCRIPTS WILL NOT BE ACCEPTED.**

The transcript should be in a sealed envelope. The seal of the envelope should bear the signature of the school's registrar. **If your transcript will be mailed directly from the school, please indicate this on the line below.**

3. 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.

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.

4. EXAM INFORMATION

1. Please check your preferred testing location if you are approved to sit for the exam. **The exam is only administered at the locations listed below.**

Charlotte

Winston Salem Greenville Raleigh

2. I prefer the paper exam.

I prefer to take the computerized version of the exam using Exemplify software. I agree to download the exam software to my laptop computer when notified by the North Carolina State Bar. I understand that the North Carolina State Bar is not responsible for any damage to my laptop.

a. You must take the mock exam to insure the compatibility of the Exemplify software with your personal laptop.

b. Computerized exam takers must bring their personal laptop to the exam location (**Charlotte, Winston Salem, Greenville or Raleigh**) on the day of the exam with the Exemplify software already installed. I understand that I am responsible for bringing my laptop to the exam location.

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.

This the _____ day of _____, 20_____.

Print or type full name

Signature: _____