



## Why Should You Become A North Carolina Certified Paralegal?

- It demonstrates your commitment to the paralegal profession.
- It is recognition of the high professional standards you have met.
- It enhances the quality of legal services you provide to attorneys.
- It helps you stay current in the legal field.
- It makes the hiring process easier - your credentials are already verified.

**North Carolina State Bar**  
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# North Carolina Certified Paralegal

*a sign of professional excellence*



## THE NORTH CAROLINA CERTIFIED PARALEGAL

The Plan for Certification of Paralegals, which was adopted by the NC State Bar and approved by the NC Supreme Court in 2004, has raised the profile of the paralegal profession through the development of paralegal certification standards. The Plan established a *voluntary* North Carolina paralegal certification program with requirements that ensure the certification credential has value. The State Bar's paralegal certification program also promotes proper utilization of paralegals and helps to assure that legal services are professionally and ethically offered to the public.

Through education and an examination, the North Carolina certification program assists lawyers and administrators in distinguishing paralegals that meet or exceed the skills and knowledge required for certification. As multi-skilled professionals, paralegals have a diverse knowledge base and must practice effective interpersonal communication skills to maintain collaborative relationships within the legal team. Paralegals certified by the NC State Bar can use the title "North Carolina Certified Paralegal" and "NCCP" as demonstration that they have met high professional standards.



## QUALIFICATIONS TO APPLY TO BE A NORTH CAROLINA CERTIFIED PARALEGAL

To be eligible to sit for the certification exam, an applicant must meet the following requirements:

1. Be a legal resident of the United States.
2. Have a degree in paralegal studies from a qualified paralegal studies program. To be qualified, the program must be ABA approved or qualified by our board. You can check the ABA website at: <http://www.abanet.org/legalservices/paralegals/directory/> to see if your school is approved by the ABA. There is also a listing of NC Qualified Paralegal Studies Programs on our website at: <http://www.nccertifiedparalegal.gov/courses.pdf>.
3. Submit a completed application along with the filing fee (\$125.00). The application must be accompanied by an official transcript and be signed in the presence of a notary.



## OTHER IMPORTANT INFORMATION

- Applications are available from the NC State Bar.
- The fee to apply to sit for the certification examination is \$125. Once approved to sit for the examination, an additional \$50 testing fee is required to take the exam.
- The exam is offered in the spring and fall every year.
- Applications to sit for the exam must be submitted by the deadline listed on the application found online at: [www.nccertifiedparalegal.gov/forms/application.pdf](http://www.nccertifiedparalegal.gov/forms/application.pdf)
- Six hours of CPE including one hour of ethics is required each year for NC Certified Paralegals.
- The annual renewal fee is \$50.

For information on The Plan for Certification of Paralegals, please visit:  
<http://www.nccertifiedparalegal.gov>