

CALS' Paralegal Exam Prep Seminar

Frequently Asked Questions (FAQ)

Please review the following sites for more information: <http://www.paralegal.edu/seminars/>, <https://www.nala.org/certification/certtest3> or <https://www.nala.org/certification>

Q: *What book should I purchase for the seminar?*

A: The following book is recommended for the seminar:

Certified Paralegal Review Manual (Fourth Edition)
ISBN10: 1-285-16258-7
ISBN13: 978-1-285-16258-4

Q: *Where can I purchase the book?*

A: You can purchase the book from NALA directly, <https://www.nala.org/books/certified-paralegal-review-manual-practical-guide-cp-exam-preparation-fourth-edition>. You may also be able to find the book used, as a rental, or digital copy. There are a number of book retailers, however a few suggested are: Cengage, Amazon, Half.com, or Chegg.

Q: *What happens if I miss a Saturday session?*

A: Sessions will be recorded and the archive will be available for you to watch at a later date. Seminar attendance will not be reflected in your academic history at CALS. If you miss a seminar date, it will not be recorded or show up on your transcript. We strongly encourage students to attend live lectures.

Q: *I'm enrolled in the seminar, but when do I take my test?*

A: This depends. We typically encourage students to take the seminar right before they take the test. That way the material is fresh in your mind, however if you are not ready to take the exam at that time, then you can apply to take the NALA exam when you are ready. The testing months are January, May, and September. Our seminars are typically offered in late January for the May test, June for the September test, and October for the January test.

Q: *How do I take the NALA exam?*

A: You need to apply to take the NALA exam first. You can do this by going to NALA's website: <https://www.nala.org/certification/exam-application-and-qualifications>. You will select the category that makes you eligible to take the NALA exam. The fee for the Certified Paralegal examination application is \$250 for NALA members and \$275 for non-members of NALA. In addition to applying for the exam through NALA, you will need to request your official transcript from CALS. Send an email to sarah@paralegal.edu to request a transcript to be sent directly to NALA. There is no charge if you request a transcript using this method for NALA only. If you have completed a bachelor's degree program and CALS has those transcripts on file, then you may also request that we send a copy of your bachelor's degree to NALA as well. Once you have completed all the application requirements, then NALA will email you directions on how to schedule your exam through PSI Centers. If you would prefer to use a different testing center, please check with NALA.

Q: *I have a bachelor's degree and have completed CALS' Certificate Program, which category do I use to apply for the NALA exam?*

A: If you have a bachelor's degree and have completed CALS' Certificate Program then you will apply for the NALA exam under **Category 2**. Make sure you request your Certificate transcript and your bachelor's degree to be sent to NALA. To request a transcript to be sent to NALA, send an email to sarah@paralegal.edu. *Any outstanding balance must be paid in full before CALS will release any transcripts.

Q: *I have an AAS degree from CALS, which category do I use to apply for the NALA exam?*

A: If you have completed CALS' AAS degree program, then you will apply for the NALA exam under **Category**

1. Make sure you request your transcript to be sent to NALA. To request a transcript to be sent to NALA, send an email to sarah@paralegal.edu. *Any outstanding balance must be paid in full before CALS will release any transcripts.

Q: *I have completed the Certificate program with CALS, but do not have an associate's degree or bachelor's degree, which category do I use to apply for the NALA exam?*

A: Unfortunately, you are not eligible to sit for the NALA exam at this time. Please review NALA's qualification requirements <https://www.nala.org/certification/exam-application-and-qualifications>.

Q: *I have not graduated yet, can I still take the seminar? What about the NALA exam?*

A: Students in their last term may request to take the seminar prior to graduation; however, administrative approval is required. Not all students are granted approval, the administration factors in CGPA, attendance history, student history, and current payment status. For those students who are granted approval, they must meet the following deadlines:

Testing Window: Graduation Date No Later Than:

January	March 15
May	July 15
September	November 15

Q: *When are NALA's deadlines for applying?*

A: You can find the deadlines on their website <https://www.nala.org/certification/exam-application-and-qualifications>, however the following were the deadlines when this document was created:

Examination Window	Application Filing Deadline**	Late Application Filing Deadline (With \$25 late filing fee)
January 1-31	December 1	December 10
May 1-31	April 1	April 10
September 1-30	August 1	August 10

Q: *When are the testing windows?*

A: You can find the testing windows on their website <https://www.nala.org/certification/application-policies>, however the following were the dates when this document was created:

Testing Window:

January
May
September

Q: *Where do I take the NALA exam?*

A: NALA partners with PSI Testing Centers, but there are private test providers available throughout the United States. Most testing centers will charge you to take the exam, so be prepared to pay around \$40 per session scheduled. For more information about approved testing centers and costs associated please go to: <https://www.nala.org/certification/testing-centers>.

If you have any further questions, please send an email to sarah@paralegal.edu.