

*Pennsylvania
Certified Paralegal*

Pa.C.P.

Pennsylvania Certified Paralegal Pa.C.P.

For more information on a specific requirement, select one of the following:

- Qualifications and Requirements of Applicants
- Educational Requirements
- Grandfathering Provision
- Continuing Legal Education (CLE) Requirements
- Examination
- Appeal
- Fees
- Governing Body
- Other



Qualifications and Requirements of Applicants

- Be a member in good standing of a Keystone Alliance member paralegal association
- Be a legal resident of the USA
- Satisfy Education/Experience or Grandfathering requirements

Qualifications and Requirements of Applicants

Continued

- Submit declarations from PA attorney or attorneys
- Certified college transcript or letter indicating the dates of attendance & graduation or a copy of the Diploma/Certificate
- Credential certification and current letter of good standing

Grandfathering Provision

Prior to June 30, 2012, Applicant must meet one (1) of the following criteria:

- Bachelor Degree in Paralegal Studies AND one (1) year of substantive Paralegal experience; OR
- Bachelor Degree in any discipline from an accredited institution AND a Certificate/Associate Degree from an ABA-approved Paralegal Program AND one (1) year of substantive Paralegal experience; OR
- Bachelor Degree in any discipline from an accredited institution AND three (3) years of substantive Paralegal experience: OR

Grandfathering Provision

Continued

- Associate Degree in Paralegal Studies OR a Certificate from an ABA-approved Paralegal Program AND three (3) years of substantive Paralegal experience; OR
- Associate Degree in any discipline from an accredited institution OR a Certificate from a non-ABA-approved Paralegal Program AND five (5) years of substantive Paralegal experience; OR

Grandfathering Provision

Continued

- Seven (7) years of substantive Paralegal experience; OR
- Designation of CLA, CP or RP or other Paralegal credential approved and recognized by the Keystone Alliance of Paralegal Associations AND two (2) years of substantive Paralegal experience

Educational Requirements

After July 1, 2012, Applicant must meet one (1) of the following criteria:

- Bachelor Degree in Paralegal Studies AND one (1) year of substantive Paralegal experience; OR
- Bachelor Degree in any discipline from an accredited institution AND a Certificate/Associate Degree from an ABA-approved Paralegal Program AND one (1) year of substantive Paralegal experience; OR
- Bachelor Degree in any discipline from an accredited institution AND three (3) years of substantive Paralegal experience; OR

Educational Requirements

Continued

- Associate Degree in Paralegal Studies from a Paralegal Program OR a Certificate from a Paralegal Program AND five (5) years of substantive Paralegal experience; OR
- Designation of CLA, CP or RP or other Paralegal credential approved and recognized by the Keystone Alliance of Paralegal Associations AND two (2) years of substantive Paralegal experience



Continuing Legal Education (CLE) Requirements

- Twelve (12) hours with two (2) hours being in ethics for every two (2) years' renewal



Examination

- No exam at this time

Fees

- Fifty (\$50.00) Dollars non-refundable Processing Fee for initial two (2) year period. Twenty-Five (\$25.00) Dollars non-refundable Processing Fee for each renewal period of two (2) years

Other

- Voluntary Certification Program
- Credential used “Pennsylvania Certified Paralegal” – Pa.C.P.
- Paralegal must apply for re-certification no later than two (2) months prior to expiration.

Other Continued

- In order to renew, Paralegal must report that there have been no material changes in status and show proof of fulfilling CLE requirements.
- Any Paralegal who does not renew will become decertified. Paralegal may re-apply for certification after six (6) months from the date of becoming decertified and must pay first time fee of Fifty (\$50.00) Dollars, instead of renewal fee Twenty-Five (\$25.00) Dollars.



Other Continued

- In the event a Paralegal is certified pursuant to the provisions of this credentialing regimen, and such Paralegal is a member of a local association which, subsequent to the Paralegal's certification hereunder, ceases its membership in the Keystone Alliance of Paralegal Associations, the Paralegal may renew his/her certification so long as the Paralegal, no later than one (1) year after renewing certification, joins an association that is a member of the Keystone Alliance of Paralegal Associations and submits proof of such membership to the Committee for Paralegal Certification.



Pennsylvania Certified Paralegal

- How do I apply?
- When will the applications become available?
- How do I find out more information about becoming a Pennsylvania Certified Paralegal (Pa.C.P.) ?

For more information, you may go to our website at
www.keystoneparalegals.org.



*The Statewide Voice
for
Paralegals in Pennsylvania*

www.keystoneparalegals.org