



P.O. Box 344, Pittsburgh, PA 15230
www.keystoneparalegals.org

Non-Attorney Affidavit in Support of Application for Pennsylvania Certified Paralegal Credential (Pa.C.P.)

NOTE: This form is intended for use ONLY by Applicants whose primary duties qualify as substantive legal work pursuant to state statute, administrative regulation, or court authority rather than under the direct supervision of an attorney. Applicants working under the supervision of an attorney MUST use the Attorney Declaration form.

I, _____ [Name], _____ [Title]
("Declarant") of _____ [Firm/Company Name] ("Employer"), declare
as follows:

1. I am personally acquainted with the applicant, _____ ("Applicant"), and understand that paralegals certified by the Keystone Alliance of Paralegal Associations ("Alliance") receive the Alliance's express authorization to use the credential "Pa.C.P.," which is the designation and registered state trademark for "Pennsylvania Certified Paralegal."
2. I am the Applicant's Supervisor Human Resource Manager _____.
3. The Applicant has worked for the Employer for _____ years and/or _____ months.
4. The Applicant's job duties are consistent with the skills and education required to qualify for the Pa.C.P. credential which includes education, training, and work experience.
5. The Applicant is equipped with the knowledge, skills and proficiencies to perform substantive legal work in a professional and ethical manner. The Applicant has performed these duties while in the course of his/her employment with Employer during the period from _____ to _____.
6. These duties are consistent with substantive legal work defined by the Alliance as those tasks requiring substantive legal knowledge or legal work requiring recognition, evaluation, organization, analysis and/or communication of relevant facts and legal concepts.
7. The above statements are true and correct to the best of my personal knowledge and/or on the basis of information and good faith belief. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S.A. Section 4904, relating to unsworn falsification to authorities.

Signature of Declarant