NATIONAL ASSOCIATION FOR
LEGAL SUPPORT PROFESSIONALS

NALS ALP Exam Program

Meet the team

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- Affiliate Membership access
- Application questions
- Exam scheduling
- Quotes/Invoices/Payment
- Proctor instructions
- Exam completion confirmation

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**ALP Exam Overview**

- Accredited Legal Professional (ALP) Exam
- Demonstrates preparedness for employment in legal industry;
- Students must have completed at least 80% of a business/legal course from an accredited program by the date of their exam;
- Three-part, multiple-choice, computer-based exam (75 minutes per part);
- All parts taken during first attempt; passed parts remain valid for 2 years;
- Candidates must achieve a 70+% per part to pass each part.
ALP Exam Overview

• **PART 1**: Communications
• **PART 2**: The Law Firm: Legal Procedures, Knowledge & Terminology
• **PART 3**: Legal Ethics and Authority
• Full Exam Contents listed in the *ALP Program Handbook* specifically for programs using ALP. Condensed and clarified with FAQs and information specific to ALP.

ALP Partner Program (optional)

• Implemented by NALS Board of Directors in 2021 to strengthen relationships and provide marketing & instructional value.
• Provides detailed end-of-year reporting and program recognition throughout the academic year;
• Join 20+ high school, post-secondary, and career programs
• Partner rate is $350 per academic year (8/1 – 7/31)
ALP Partner Program Benefits

- Custom ALP Partner logo to use in marketing
- Program recognition on NALS website and in @Law Digital Magazine
- Ability to live-proctor student exams in accordance with NALS guidelines (savings of $45 per student)
- Annual program-wide result report per exam part and by sub-section (for full exam candidates) with review by NALS Certifying Board;
- Free flashcard template for Basic Manual terminology
- **New!** Affiliate NALS membership for instructor/designated contact
- **New!** Five vouchers for ALP Mock Exam Access and expanded user access

Affiliate membership benefits

- Expand your network with a nation-wide network of legal support professionals;
- Receive member-pricing for Continuing Legal Education (CLE) webinars and events;
- Access discounts through our Affinity Partners;
- Members-only newsletters with industry updates, emerging trends, and information to support the next generation of legal support professionals;
- *And much more!*
Online Exam Process

Online Proctoring
- Available for $45 per student
- Students schedule their own appointment within the exam window
- Requires webcam + microphone, internet speed of at least 2 Mbps
- Exam session recorded/reviewed by Examity proctors
- Results provided to instructor within 30 days

Live Proctoring
- Exclusive Partner Benefit
- School responsible for arranging exam supervision
- Exam administered via internet browser platform
- Proctor responsible for ensuring proper exam conduct and confirming same with NALS
- Prelim results provided to instructor within 2 weeks; final results within 30 days

Educator Resources
- Educator’s Webpage: nals.org > Certification > Educator’s Guide to the ALP
- ALP Program Handbook (exam policies & topics)
- Study Resources:
  - NALS: Basic Manual for the Legal Professional (16th Ed.)
    - Includes student and instructor versions
  - Gregg Reference Manual (11th Ed.)
  - Flashcard template (free for Partners)
  - ALP Mock Exam
  - Exam Cram On-Demand: webinar series covering exam topics
ALP Mock Exams

• Mock Exams are a practice exam designed to familiarize students with the format and content found on the exam.
• Upon submission, students will receive feedback with references to the study materials.
• Effective Fall 2023, mock exams will be offered in Prolydian (the testing platform).
• Mock Exams are offered in bundles, based on the number of student vouchers purchased. Each voucher allows 6 attempts throughout the partner year. Five vouchers are included with the ALP Partnership fee.
• Additional access information and order form coming soon!

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Exam Application Process

1. Download/Prepare the Student Roster (Excel)
   • Identify any ADA accommodation requests and acquire documentation
   • Student first name, last name, and unique email are required
     • School email addresses are acceptable
     • If school policy prohibits sharing student email address, please contact us to discuss prior to submitting your application.
   • School mailing address can be used if preferred

   • All students are considered first-time examinees taking the full exam unless ‘Retake’ fields are marked.

   *Live proctoring exclusively available to Partners*
Application Process

2. Submit online application:
   - Application deadline: 15th of the month prior to the exam month (pending payment)
   - Select proctoring method: live* or online/remote ($45 per student)
   - If using both proctoring methods, submit separate applications and rosters
   - Provide billing contact information
     - Payment is not due at time of application - staff will invoice based on selections and # of candidates
     - Payment or PO required prior to exam access (Credit Card, Check, or ACH)
   - Attach Student Roster and any ADA Accommodations Requests
     - NALS staff will follow-up to clarify/confirm any accommodations
   - Choose exam month (staff will confirm exact dates via email)
     - Instructors may choose their own exam windows
     - We recommend planning a make-up date in case of absence/power outage, etc.

3. Instructions provided to proctor via email 3 business days prior to exam
   - Proctor should confirm receipt of materials and ask any questions

*Live proctoring exclusively available to Partners

Where to find the online application

Directly: www.nals.org/page/alp-exam-application

Tip: The Student Roster can be downloaded from the application page!
NALS ALP Exam Checklist

• Available in the ALP Handbook or here.
• Provides a suggested timeline for each step of the process
• Useful reference throughout the year to meet your exam timeframe
• Share with staff involved with the ALP exam process

Sample of Checklist

Scoring and Results (Live Proctoring)

• If live proctoring, proctor must confirm via email that exams are completed and confirm clean exams OR report violations;
• Candidates must achieve a minimum of 70% to pass each part
• Preliminary scores provided to instructor 14 days after last exam
• Finalized scores provided to instructor 30 days after last exam
• We do NOT distribute individual results to students unless requested
• Candidates passing all three parts will be certified as an Accredited Legal Professional (valid for 5 years) and will receive a mailed certificate and listing on our Certified Professionals website directory.
• Certified ALPs will receive a welcome email with information on how to use their credential and information on recertification.
Retake Process

• Application deadline: 15th of month prior to exam window.
• Retake fees based on the number of parts + proctoring method.
• If school will be paying for retakes, follow usual application process, indicating on the Student Roster which part(s) are to be retaken.
• If students will be paying for retakes, contact NALS for instructions
• For 3-part retakes, mark all Retake fields on the student roster to receive the lower exam retake rate ($80)
• Candidates have two years to pass all exam parts.
• There is no limit on number of retakes or waiting periods.
  • If an exam violation occurs, student must wait 6 months.

FAQs

• Are teachers/instructors able to take the ALP exam?
• Are teachers/instructors able to proctor their own exams?
• Can we prepay for exams and determine students later?
• What type of exam environment must be provided?
• What are the proctor responsibilities?
• What happens if a student misses their exam?
Questions?

Thank you!

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Next Steps

• Register or renew your ALP Partnership
• Review the *ALP Program Handbook*
• Print/save ALP Exam Checklist and calendar deadlines
• Contact NALS with any unanswered questions
• Begin the application & fund request process early!