EXPLORE

NALS offers three credentials designed for a variety of career stages: the ALP, CLP, and PP.
The ALP is designed for those who are entering the profession and have at least one year of general office experience. Earning your ALP certification demonstrates preparedness for a legal support career.
The CLP is designed for those with at least three years' experience in the legal industry in any role. Earning your CLP certification demonstrates a desire for continued excellence and advancement in your chosen career.
The PP is designed for those who have acquired paralegal/legal assistant-specific educational and experience requirements. Earning your PP is a way to distinguish yourself from your peers through a paralegal-specific credential. Being certified as a paralegal may enable your firm to bill for your work hours (check your local regulations).
Note: those who hold the CLP credential only need to complete Part 4 of the PP in order to be dual credentialed (i.e. Jane Doe, CLP, PP).

PREPARE

Obtain the study resources for your chosen exam. Review the outline of exam contents in the CRM and perform a self-assessment of your knowledge and confidence in each subject area. Focus your study time on the areas that are least familiar or challenging for you. Utilize the tools available to you through NALS, such as Mock Exams, Exam Cram On-Demand, and study groups through a local chapter.
Gather the documentation you will need to demonstrate education and/or employment experience is met when submitting your application. Depending on your chosen exam eligibility, this may include academic transcripts and/or letters from employers. NALS does not accept mailed or faxed documentation. All documentation must be submitted at the time of your online application and is non-returnable.
Based on your self-assessment and goals, build a timeline that includes your study plan, when you will apply, and your target exam month. The application deadline for a given month is the 15th of the previous month. For example, apply by July 15 for an August exam. It is recommended that you apply at least one month ahead of your chosen exam month.

APPLY

The NALS certification exams are offered each month of the year. You will be asked to choose your exam month at the time of application. Exam windows open six months in advance. Your application and materials will be reviewed by the NALS Certification Manager within 45 days of submission. Failure to provide all required eligibility documentation and payment at the time of application may prevent you from testing in your chosen month. You will be contacted by NALS staff with either approval or a request for follow-up.

TEST

Pending approval of your application, you will be granted exam access at the start of your exam month. You will then have 30 days to schedule/complete your exam through the Prolydian platform. You can learn more about the online testing process here: https://www.nals.org/page/OnlineExamProcess.