Exam Content Review Taskforce

Charge:
The Exam Content Review Taskforce is a new, short-term workgroup responsible for reviewing the results of the NALS/AAFPE Job Task Analysis (JTA) survey and recommending updates to the NALS Certifying Board for the NALS certification exams based on the knowledge, skills, and abilities identified in the survey.

The taskforce will meet bi-weekly online, with participants expected to complete assigned tasks between meetings. Taskforce members should have deep passion for the legal profession, ability to analyze data to identify patterns and derive insights, and knowledge of the essential tasks required of the legal support profession. Experience as an educator or paralegal supervisor a plus. Taskforce members are exposed to a variety of confidential exam material they agree to not engage in any of the following activities for five years upon conclusion of their term:

- Taskforce members may not sit for any NALS exam.
- Taskforce members may not prepare students to take any of the exams.
- Taskforce members cannot conduct a study course to prepare for the exams.

Composition
The Taskforce is a chaired taskforce comprised of up to eight active members of the NALS community who hold a valid ALP, CLP/PLS, or PP Certification. The taskforce’s work is estimated to take between 6-8 months. The Taskforce will be overseen by the Certifying Board Chair and Vice Chair.

Benefits
- Skill development
- Earn CLE credit towards your NALS Recertification
- Establish a network of professional peers
- Contribute to the advancement of the NALS Certification Program
Responsibilities & Tasks
- Evaluate JTA results to identify essential knowledge, skills, and abilities for the legal support profession;
- Compare JTA results to current certification exam content outlines to find areas requiring updates;
- Provide guidance on content allocation between the ALP, CLP, and PP exams;
- Suggest levels of competency for ALP, CLP, and PP exams;
- Other tasks and responsibilities as necessary for the completion of the taskforce’s work

Staff Responsibilities
- Maintain taskforce roster
- Manage taskforce timeline to ensure taskforce goals are met
- Manage resources and tools used by taskforce
- Schedule meetings, work with chair to develop agendas, send meeting recaps and task assignments
- Advise on administrative processes and best practices in certification
- Offer support as needed

Board Liaison

Staff Liaison
- Natalie Shryock, Certification & Education Manager (natalie@nals.org)