

PACE® The Standard for Excellence™

Purposes of PACE®:

- To provide the groundwork for expanding paralegal roles and responsibilities.
- To provide the public and legal community with a mechanism to gauge the core competency of the experienced paralegal.
- To provide (or assist) states considering regulation of experienced paralegals with an examination which signifies the competency of the experienced paralegal.

Paralegals who achieve their PACE Registered Paralegal® credential add credibility to their professional careers.

"Regardless of your concentration, PACE® covers a variety of areas of the law, so do not let your area of expertise discourage you from sitting for PACE®. Taking PACE® demonstrated to my employer that I am self motivated and goal oriented. Earning the RP® designation provided me with the formal credentials of being an experienced paralegal."

- Christine Rehash, RP®
Illinois Paralegal Association

"I had not even taken PACE® yet, but during interviews, I made sure I mentioned the fact that I was studying to take it. I found that everyone I spoke with was impressed that I was passionate about my career and that I wanted to continue to grow and advance my skills."

- Becky A. Fehr, RP®
Indiana Paralegal Association

"You don't need to necessarily know all the federal rules... you need to have a thorough understanding of processes, rules, guidelines... and ethical considerations."

- Kristy Taylor, RP®
Oregon Paralegal Association



Paralegal Advanced Competency Exam (PACE®)

NFPA® Provides CLE Opportunities to Maintain Your Professional Credentials!

To maintain the PACE Registered Paralegal® credential, RPs must obtain 12 hours of continuing legal education ("CLE"), including at least 1 hour in ethics, and at least 1 hour of diversity, equity & inclusion (DEI), every 2 years.

NFPA® supports and encourages continuing legal education for paralegals. NFPA® provides avenues and resources to obtain quality CLE. In addition to CLE sessions provided during the various NFPA® conferences, paralegals may also register to attend seminars hosted by local, state and other national legal associations and approved CLE providers. There are many seminars on audio and video available online through NFPA® which are updated regularly. A calendar of various seminars provided by NFPA®, its member associations and other organizations is available at www.paralegals.org.

NFPA

NATIONAL
FEDERATION OF
PARALEGAL
ASSOCIATIONS, INC.

400 South 4th Street, Suite 754E
Minneapolis, MN 55415

Phone: 317-454-8312

Website: www.paralegals.org

E-mail: Certifications@paralegals.org

NFPA - The Leader of the Paralegal Profession®

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IS IT TIME TO STEP UP YOUR PACE®?

Become a PACE Registered Paralegal®



Overview of the Paralegal Advanced Competency Exam

The Paralegal Advanced Competency Exam (PACE®) is divided into five “domains,” each with a weighted percentage. PACE® specifications and percentages for each domain include:

Domain I: Administration of Client Legal Matters - 23%

Domain II: Development of Client Matters - 30%

Domain III: Factual and Legal Research - 22%

Domain IV: Factual and Legal Writing - 20.5%

Domain V: Office Administration - 4.5%

PACE® also tests the paralegal’s knowledge of legal ethics, legal terminology and technology.

Key Points About PACE®

- PACE® is a fair and independent exam developed by members of the legal profession with assistance from Prometric Testing, a corporation that promotes and provides services pertaining to sound licensure and certification practices.
- PACE® study materials include the NFPA PACE® Study Manual, reference materials, and an online review course administered by the Advanced Paralegal Institute. Additionally, NFPA’s network of Certification Ambassadors at the local level is a key resource for those considering PACE®. The Certification Ambassadors provide guidance on organizing study groups, suggest additional study materials and are a source of support and encouragement throughout the process.
- PACE® is designed for paralegals who want to pioneer the expansion of paralegal roles for the future of the profession, not to restrict entry into the profession.
- PACE® candidates have the option to sit for the exam at more than 200 Prometric Testing Centers or virtually from anywhere in the world.
- PACE® is a key component of proposals pertaining to regulation of the profession; thus, all paralegals who qualify are encouraged to take the PACE® exam.

Benefits of Taking the Only Advanced Paralegal Certification Exam

- PACE® recognizes leaders in the profession who enjoy a sense of professional achievement and who desire to take an active part in directing the standards for the profession.
- PACE® demonstrates a personal conviction to improve your professional career as PACE® is currently a voluntary exam and not mandatory.
- Many paralegals who pass PACE® enjoy increased esteem and respect amongst peers and other legal professionals. Some have received pay increases, promotions, enhanced job responsibilities, and other increased benefits.
- PACE® provides support for the establishment of expanded roles for qualified paralegals.
- Paralegals who pass PACE® are entitled to use the designation RP® or PACE Registered Paralegal® as a professional credential.
- PACE® validates paralegal experience, knowledge and job skills to the legal community and to the general public.



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For more information, visit www.paralegals.org,
or email the NFPA® Certification Team at
Certifications@paralegals.org

Eligibility Requirements for the PACE® Exam

To qualify for the PACE® exam, you MUST meet at least one of the following criteria:

- Bachelor’s degree or higher in paralegal studies* and 2 years substantive paralegal experience; OR
 - Bachelor’s degree or higher in any subject** plus paralegal certificate***, and 2 years substantive paralegal experience; OR
 - Bachelor’s degree or higher in any subject** and 3 years substantive paralegal work experience; OR
 - Associate’s degree in paralegal studies* and 6 years substantive paralegal work experience; OR
 - Associate’s degree in any subject** and 7 years substantive paralegal work experience; OR
 - Associate’s Degree in any subject** plus CRP® credential with 2 successful credential renewals (see CRP® credential renewal requirements); OR
 - Military Paralegal Rank of E6 or higher plus 12 hours of NFPA®-approved CLEs, including 1 CLE hour of ethics.
- * Paralegal Studies degrees or paralegal certificate programs must be from an institutionally accredited school, and/or ABA approved paralegal education program.*
- ** Any degree not specifically Paralegal Studies must be from an institutionally accredited school.*
- *** Paralegal Certificates must be from ABA approved programs and/or a member program of the American Association for Paralegal Education (AAfPE).*

The National Federation of Paralegal Associations (NFPA®) is working to advance your career by providing experienced paralegals with the extraordinary opportunity to sit for the Paralegal Advanced Competency Exam (PACE®). PACE® is a proficiency-based exam designed to test the competency level of experienced paralegals. It is one of a kind. PACE® presents a bold career path to all paralegals who qualify to advance our profession through credentialing, particularly as regulation of the profession becomes more widespread.