

# **FUTURE CP ATTAINMENT AWARD APPLICATION**

## **QUALIFICATION REQUIREMENTS**

1. Applicants are limited to those individuals who are currently active or student members of Legal Assistants of Wyoming. Any member of LAW who has not taken NALA's Certified Paralegal ("CP") exam is eligible to apply for this award.
2. This award is limited to members who meet the NALA requirements to sit for the CP exam. (See the attached requirements.)
3. Applications must be received by the committee chair by 5:00 p.m. on March 1<sup>st</sup> of each year.
4. The Awards Committee will make its selection by April 1<sup>st</sup> of each year.
5. The recipient selected will be awarded a certificate and will be required to submit his/her application for the CP exam to LAW's President. LAW will submit payment to NALA for the exam fee. The recipient will have one year from the date of the award to apply for the exam. (Note - the application should be submitted to LAW at least two weeks prior to NALA's deadline for applications.) The award recipient may also pay his/her own exam fee, and seek reimbursement from LAW with proof of payment.
6. No qualified person shall be excluded from consideration on account of age, race, gender, religion, or national origin.

## **NOTICE**

**The Future CP Attainment Award Applicant is hereby notified that in the event s/he is selected as the recipient of this award, it is the recipient's responsibility, in case of an emergency or other happenstance that prohibits him/her from sitting for the scheduled exam, to notify NALA so as not to forfeit the payment of exam fees. LAW is not responsible for and will not submit a second payment if fees are forfeited due to the negligence of the award recipient. Further, the recipient is expected to submit his/her application for the CP exam to NALA within one year of receipt of this award or LAW's payment of the fee is forfeited.**

**Note that this application will be evaluated in the following categories:**

**Essay Responses  
Scholastic and/or Occupational Achievement  
LAW Participation  
Presentation of Application  
Extracurricular/Community Service Activities**

**Please type or print the following information:**

Name: \_\_\_\_\_ Name of Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Home/Mobile Phone: \_\_\_\_\_

Are you planning to attend the LAW Spring Seminar this year? YES  NO

Please state the NALA requirement under which you are eligible to sit for the CP exam. (See attached requirements): \_\_\_\_\_

**Where necessary, answer the questions on a separate piece of paper and attach to your application.**

1. If you are attending or have completed an educational program for legal assistants please attach a copy of your transcript.
2. If you have received in house training please provide a written history of your training.
3. If you have attended or completed any other course of study at any institution of higher learning please attach a copy of your transcript.
4. Please attach certificates of attendance for any continuing education programs you have attended in the last two years.
5. Please list any additional educational courses in which you have participated.
6. Where available, please provide your GPA. \_\_\_\_\_
7. Please provide a brief summary of your occupational background.
8. Please provide a brief summary of your participation in Legal Assistants of Wyoming, listing any committee memberships, offices held, and seminar/CLE attendance.

9. Are you currently employed? \_\_\_\_\_ Full or Part time? \_\_\_\_\_  
In the legal profession? \_\_\_\_\_
10. Does your current employer assist in payment of the CP examination for employees? Please indicate the percentage of CP examination fees your employer pays.
11. Please provide a summary of any extra-curricular activities, or community service organizations with which you are involved.
12. Please explain what kind of career/vocational goals you have set for yourself.
13. Please explain what kind of work you would like to be doing 5-10 years from now.
14. What does the CP designation mean to you as a professional?
15. Explain how you believe the CP designation impacts the paralegal profession as a whole.
16. In essay form, please tell the selection committee why you think you deserve this award, or anything else that you believe would be helpful to the committee in making its decision.

I hereby certify that the information given on this application is complete and accurate to the best of my knowledge. I understand that this information is to be used by the Awards Committee (chairperson and members) in its screening and award process and will remain confidential.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed applications to:**

LAW Awards Committee Chairperson  
P.O. Box 155  
Casper, WY 82602-0155  
-or-  
By email to [wtrembath@wpsdn.net](mailto:wtrembath@wpsdn.net)

## The CP Examination - Eligibility Requirements

To be eligible for the Certified Paralegal examination, the applicant must meet one of the following requirements:

1. Graduation from a paralegal program that is:

- (a) Approved by the American Bar Association; or
- (b) An associate degree program; or
- (c) A post-baccalaureate certificate program in paralegal studies; or
- (d) A bachelor's degree program in paralegal studies; or
- (e) A paralegal program which consists of a minimum of 60 semester hours (900 clock hours or 90 quarter hours) of which at least 15 semester hours (225 clock hours or 22.5 quarter hours) are substantive legal courses.

NOTE: Under Category 1(e), an applicant may combine college hours from more than one institution. The applicant must have graduated from a legal assistant/paralegal program consisting of a minimum of 15 semester hours (or 225 clock hours or 22½ quarter hours.) Evidence of the minimum hours required under Category 1(e) must be provided with the application form.

2. A bachelor's degree in any field plus one year's experience as a paralegal. Successful completion of at least 15 semester hours (or 22.5 quarter hours or 225 clock hours) of substantive paralegal courses will be considered equivalent to one year's experience as a paralegal.

3. A high school diploma or equivalent plus seven (7) years' experience as a paralegal under the supervision of a member of the Bar, plus evidence of a minimum of twenty (20) hours of continuing legal education credit to have been completed within a two (2) year period prior to the examination date.