



**PENNSYLVANIA
CERTIFIED PARALEGAL**



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“Paralegal” shall mean a person who is qualified through education, training or work experience to perform substantive legal work requiring knowledge of legal concepts and ethics and is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity to work under the direction of a lawyer or pursuant to state statute, administrative regulation or court authority in a capacity that, in most instances, would be performed by a lawyer in the absence of a paralegal.

The Keystone Alliance of Paralegal Associations

The Voice for the Pennsylvania Paralegal

The Keystone Alliance of Paralegal Associations

- Provides a statewide voice for Paralegals in Pennsylvania.
- Maintains a statewide communications network among Paralegal associations and other members of the legal community.
- Advances, fosters, and promotes the Paralegal profession in Pennsylvania.
- Monitors developments in the Paralegal profession.

The Keystone Alliance’s current member associations are

Central Pennsylvania Paralegal Association
 Chester County Paralegal Association
 Lancaster Area Paralegal Association
 Lycoming County Paralegal Association
 Montgomery County Paralegal Association
 Philadelphia Association of Paralegals
 Pittsburgh Paralegal Association
 York County Paralegal Association

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It is within the sole discretion of the Keystone Alliance of Paralegal Associations to revise and update the Pennsylvania Certified Paralegal Credential Program requirements. For the most up-to-date information and requirements please go to the Keystone Alliance's website at www.keystoneparalegals.org.

rev 9/8/10



The Keystone Alliance of Paralegal Associations

proudly offers

The Pennsylvania Certified Paralegal Credential Pa.C.P.

THE KEYSTONE ALLIANCE OF PARALEGAL ASSOCIATIONS

has established a voluntary program for the certification of Paralegals in the Commonwealth of Pennsylvania. Each approved applicant will be granted permission to use the designation Pennsylvania Certified Paralegal (Pa.C.P.).

Qualifications & Requirements

- Applicant must be a current member in good standing of a paralegal association that is a member of the Keystone Alliance of Paralegal Associations;
- Applicant must satisfy Education/Experience or grandfathering requirements;
- Applicant must submit declarations from one (1) attorney in good standing with the Supreme Court of Pennsylvania who will attest to his/her direct knowledge of the Applicant's skill level and his/her work as a Paralegal;
- A Paralegal making application under work experience only must submit declarations from two (2) attorneys;
- Certified copy of Applicant's official transcript(s) from the educational institution(s) attended OR a letter from the education institution(s) attended indicating the dates of the Applicant's attendance and the date(s) of the Applicant's graduation OR a copy of the Diploma/Certificate received by the Applicant from the educational institution(s) attended. Certified Legal Assistants ("CLA"), Certified Paralegals ("CP"), Registered Paralegals ("RP"), or Paralegals holding another Paralegal credential approved and recognized by the Keystone Alliance of Paralegal Associations need only submit a copy of their original credential certification and their current letter of good standing. Applicants who are making application for certification under work experience only, do not need to submit transcripts or Diplomas/Certificates;
- All applicants must be currently employed as a Paralegal pursuant to the definition established and approved by the Keystone Alliance of Paralegal Associations;

- All years of substantive paralegal experience under the Grandfathering Provision and Educational Requirements shall be consecutive; and
- Applicant must be a legal resident of the United States of America.



Educational Requirements

After July 1, 2012, Applicant must meet one (1) of the following criteria:

- Bachelor's Degree in Paralegal Studies from an ABA-approved Paralegal Program AND one (1) year of substantive Paralegal experience; OR
- Bachelor's Degree in any discipline from an accredited institution AND a Certificate/Associate's Degree from an ABA-approved Paralegal Program AND one (1) year of substantive Paralegal experience; OR
- Bachelor's Degree in any discipline from an accredited institution AND three (3) years of substantive Paralegal experience; OR
- Associate's Degree in Paralegal Studies from a Paralegal Program AND five (5) years of substantive Paralegal experience; OR
- Certificate from a Paralegal Program AND five (5) years of substantive Paralegal experience; OR
- Designation of CLA, CP or RP or other Paralegal credential approved and recognized by the Keystone Alliance of Paralegal Associations AND two (2) years of substantive Paralegal experience.

Fees

- Fifty (\$50.00) Dollars non-refundable application processing fee for initial two (2) year period. Twenty-Five (\$25.00) Dollars non-refundable renewal application processing fee for each renewal period of two (2) years. Fees subject to change.

Grandfathering Provision

Prior to June 30, 2012, Applicant must meet one (1) of the following criteria:

- Bachelor's Degree in Paralegal Studies from an ABA approved Paralegal Program AND one (1) year of substantive Paralegal experience; OR
- Bachelor's Degree in any discipline from an accredited institution AND a Certificate/Associate's Degree from an ABA-approved Paralegal Program AND one (1) year of substantive Paralegal experience; OR
- Bachelor's Degree in any discipline from an accredited institution AND three (3) years of substantive Paralegal experience; OR
- Associate's Degree in Paralegal Studies AND three (3) years of substantive Paralegal experience; OR
- Certificate from an ABA-approved Paralegal Program AND three (3) years of substantive Paralegal experience; OR
- Associate's Degree in any discipline from an accredited institution AND five (5) years of substantive Paralegal experience; OR
- Certificate from a non-ABA-approved Paralegal Program AND five (5) years of substantive Paralegal experience; OR
- Seven (7) years of substantive Paralegal experience; OR
- Designation of CLA, CP or RP or other Paralegal credential approved and recognized by the Keystone Alliance of Paralegal Associations AND two (2) years of substantive Paralegal experience.

Continuing Legal Education (CLE) Requirements

- Twelve (12) hours with two (2) hours being in ethics for every two (2) years' renewal.

Examination

- None at this time.