



MINNESOTA CERTIFIED PARALEGAL APPLICATION

I. PERSONAL INFORMATION

Name: \_\_\_\_\_

Former Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

II. Eligibility Requirements

**Grounds for ineligibility. IF YOU ANSWER YES TO ANY OF THE BELOW, PLEASE PROVIDE AN EXPLANATION ON A SEPARATE SHEET OF PAPER.**

Have you ever been suspended or disbarred or resigned in lieu of discipline from the practice of law in any state or jurisdiction?  Yes  
 No

Have you ever been convicted of a felony in any state or jurisdiction for which your civil rights have not been restored?  Yes  
 No

Have you ever been found to have engaged in the unauthorized practice of law in any state or jurisdiction?  Yes  
 No

Have you ever had a registration or license to practice any profession issued by a governmental entity or professional organization terminated or revoked for disciplinary reasons by a professional organization, court, disciplinary board, or agency in any jurisdiction?  Yes  
 No

#### 4. Qualifying criteria.

Indicate the criteria by which you seek registration and complete the application section of this application. You must only complete the section that applies to you. If you are eligible for registration based on more than one criteria, chose one criteria under which you wish to register. If your criteria is education and work experience, you must complete both the education and work experience sections. If your qualifying criteria is certification, you must complete the certification and work experience sections. With either qualifying criteria, the attesting attorney(s) must complete the attorney attestation form included with the application or evidence of other qualifying employment.

- ❑ The applicant has obtained an associate's degree in paralegal studies or an equivalent paralegal certificate from an ABA Approved or institutionally accredited educational institution and has 4 years of substantive paralegal experience.
- ❑ The applicant has obtained a baccalaureate degree in paralegal studies from an ABA approved or institutionally accredited educational institution and has 2 years of substantive paralegal experience.
- ❑ The applicant has received a baccalaureate degree in any discipline from an accredited educational institution, has obtained a post-baccalaureate certificate in paralegal studies from an ABA approved or institutionally accredited educational institution, and has 2 years of substantive paralegal experience.
- ❑ The applicant has received a baccalaureate degree in any discipline from an accredited educational institution, and has 4 years of substantive paralegal experience.
- ❑ The applicant is a PACE Registered Paralegal.
- ❑ The applicant is a CORE Registered Paralegal (NFPA) or Certified Paralegal (NALA) and has 4 years of substantive paralegal experience.
- ❑ The applicant has received a high school diploma or its equivalent, has a minimum of 10 years of substantive paralegal experience, and has completed a minimum of 10 CLE credits in the 18 months prior to application.
- ❑ The applicant has graduated from an accredited law school and has not been disbarred or suspended from the practice of law by any jurisdiction, and has a minimum of 2 years of substantive paralegal experience immediately preceding this application.

III. Education

**You must provide either a copy of your diploma or an official transcript with your application.**

Full Name and Location of School: \_\_\_\_\_

\_\_\_\_\_

Accrediting Agency: \_\_\_\_\_

Degree Obtained: \_\_\_\_\_

Subject Matter: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

*If you are applying as a PACE or CORE Registered Paralegal, you do not need to submit this section.*

IV. Work Experience

Attach additional sheets if necessary. A paralegal is defined by the Minnesota Paralegal Association as a person qualified through education, training, or work experience to perform substantive legal work that requires knowledge of legal concepts and is customarily, but not exclusively, performed by a lawyer. This person may be retained or employed by a lawyer, law office, government agency or other entity or may be authorized by administrative, statutory or court authority to perform this work. It is not the intent of MPA to exclude any member of the legal profession whose job duties fit the definition of paralegal but whose job title is something other than "paralegal". Additionally, the term "substantive" shall mean work requiring recognition, evaluation, organization, analysis, and communications of relevant facts and legal concepts.

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

Employer Address: \_\_\_\_\_  
\_\_\_\_\_

Supervising Attorney: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Employment Status (Full Time, Part Time (identify how many hours per week you worked), Temporary): \_\_\_\_\_

V. Certification

- Successful completion of the Paralegal Advanced Competency Exam (PACE certification as offered by the National Federation of Paralegal Associations).
- Successful completion of the Paralegal CORE Competency Exam (CORE certification as offered by the National Federation of Paralegal Associations).
- Successful completion of the Certified Paralegal Exam (CLA examination as offered by the National Association of Legal Assistants).

Please attach a copy of the certificate and/or renewals.

Date Received: \_\_\_\_\_

Number: \_\_\_\_\_

Still in Good Standing (y/n): \_\_\_\_\_

VI. Affidavit of Applicant

I have read the accompanying Minnesota Certified Paralegal Program policy, also included in MPA's Policy and Procedure Manual, including the continuing education requirement and the Code of Ethics, and agree to comply with the Section and the Code of Ethics.

I consent to a confidential inquiry of third parties by the Minnesota Paralegal Association for the purpose of determining whether I fulfill the requirements for certification.

Upon registration as a Minnesota Certified Paralegal I will receive a certificate. I agree to surrender the certificate if registration is revoked or not renewed.

I agree to pay all fees required by the Minnesota Paralegal Association.

I agree to inform the Minnesota Paralegal Association promptly of any fact or circumstance that would render me ineligible for registration as a Minnesota Certified Paralegal or for renewal of my Minnesota Paralegal Registration.

I affirm the contents of this application and its attachments, and I affirm that the material representations of my work experience and/or education and/or certification as set forth herein are true and correct.

I am enclosing my check for \$50.00/ \$100.00 as the application fee. I understand this fee is nonrefundable regardless of the disposition of my application.

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Print or Type Full Name

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Signature

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Date

Sworn/affirmed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Notary Public

## Minnesota Certified Paralegal Program (MnCP)

The Minnesota Paralegal Association has developed a voluntary certification program, Minnesota Certified Paralegal (MnCP) to establish a standard of competency for paralegals in Minnesota.

The Minnesota Paralegal Association's voluntary certification program is an opportunity for paralegals to validate their qualifications and offers a credential to paralegals in Minnesota meeting one the following requirements:

1. The applicant has obtained an associate's degree or its equivalent in paralegal studies from an ABA approved or institutionally accredited educational institution and has 4 years of substantive paralegal experience.
2. The applicant has obtained a baccalaureate degree in paralegal studies from an ABA approved or institutionally accredited educational institution and has 2 years of substantive paralegal experience.
3. The applicant has received a baccalaureate degree in any discipline from an accredited educational institution, has obtained a post-baccalaureate certificate in paralegal studies from an ABA approved or institutionally accredited educational institution, and has 2 years of substantive paralegal experience.
4. The applicant has received a baccalaureate degree in any discipline from an institutionally accredited educational institution, and has 4 years of substantive paralegal experience.
5. The applicant is a PACE Registered Paralegal.
6. The applicant is a CORE Registered Paralegal or a Certified Paralegal (through the National Association of Legal Assistants) and has 4 years of substantive paralegal experience.
7. The applicant has received a high school diploma or its equivalent, has a minimum of 10 years of substantive paralegal experience, and has completed a minimum of 10 CLE credits in the two years prior to application.
8. The applicant has graduated from an accredited law school and has not been disbarred or suspended from the practice of law by any jurisdiction, and has a minimum of 2 year of substantive paralegal experience immediately preceding their application.

The application fee for members is \$50.00 and \$100.00 for non-members. Applications shall be received and reviewed by the Association. Qualified applicants



will receive the credential from the Association, and at that time can use the “MnCP” credential following their name.

Minnesota Certified Paralegals must obtain a minimum of 10 CLE credits, including 1 ethics credit, every two years. Minnesota Certified Paralegals must renew their credential on the second anniversary of their application approval. The fee for renewal shall be \$30.00 for members and \$60.00 for non-members. Renewing MnCP’s shall complete the renewal form, attach copies of CLE completion, and pay the renewal fee to maintain the credential.

For a credit card payment option please [click here](#)<sup>1</sup>.

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[https://mpa.memberclicks.net/index.php?option=com\\_mc&view=mc&mcid=form\\_172792](https://mpa.memberclicks.net/index.php?option=com_mc&view=mc&mcid=form_172792)

**EMPLOYING/SUPERVISING ATTORNEY ATTESTATION**

I \_\_\_\_\_ am authorized to certify the following in connection with an application for certification under the Minnesota Paralegal Association Certified Paralegal Program.

I am/have been the employing or supervising attorney for \_\_\_\_\_, the applicant herein as I have/had direct supervision over the applicant during which time I was a member in good standing of the Minnesota State Bar.

I hereby certify that the applicant has fulfilled the following paralegal work experience requirement necessary for registration and  is currently  or was (check one) primarily performing paralegal work. (A paralegal is defined by the Minnesota Paralegal Association as a person qualified through education, training, or work experience to perform substantive legal work that requires knowledge of legal concepts and is customarily, but not exclusively, performed by a lawyer. This person may be retained or employed by a lawyer, law office, government agency or other entity or may be authorized by administrative, statutory or court authority to perform this work. It is not the intent of MPA to exclude any member of the legal profession whose job duties fit the definition of paralegal but whose job title is something other than "paralegal". Additionally, the term "substantive" shall mean work requiring recognition, evaluation, organization, analysis, and communications of relevant facts and legal concepts. Time spent performing clerical work is specifically excluded.)

- \_\_\_ months from \_\_\_ to \_\_\_
- At least 1 year of paralegal work experience from \_\_\_ to \_\_\_
- At least 2 years of paralegal work experience from \_\_\_ to \_\_\_
- At least 3 years of paralegal work experience from \_\_\_ to \_\_\_
- At least 4 years of paralegal work experience from \_\_\_ to \_\_\_

Dated this \_\_\_\_\_ date of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Attorney/Supervisor

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_

\_\_\_\_\_  
Minnesota Bar Number

\_\_\_\_\_