

INSTRUCTIONS FOR COMPLETING CERTIFIED KENTUCKY PARALEGAL EXAMINATION APPLICATION

This document can be used in tandem with the Certified Kentucky Paralegal Examination Application, as a line-by-line reference for completion and submission of documentation. Please refer to the KPA's Professional Standards and Certification Program policy for additional information. The policy is posted online at www.kypa.org/Certified-Ky-Paralegal.

1. **Applicant Information.** Fill out all requested information.
2. **Education/Experience Level.** Please choose which education/experience level applies.
 - If you are applying under one of the education options, official transcripts must be submitted with your Application.
 - If you are applying as a graduate of a paralegal studies program, the institution awarding your degree must have been ABA approved or in substantial compliance with ABA approval guidelines at the time of attendance and graduation.
 - If you are applying under the experience only option, a completed Notice of Intent to Seek Constructive Credit Form must be submitted with your Application.
3. **Highest Educational Level Achieved.** Indicate highest level of education obtained.
4. **Memberships.** Indicate Kentucky Paralegal Association, local or national paralegal association membership as of date of application.
5. **Special Accommodations Required.** This question pertains to person with special needs, who may need additional assistance during the two-hour CKP examination. Please be specific.
6. **Registration Fee.** Please refer to the Application for fee and address information. Please include all documentation within one mailing. Please do not send your Application via Certified Mail. If additional information is needed, you will be notified. Check or money order is to be made payable to **CKPP, Inc.** Your Application will be deemed received as of the postmark date. No refund will be granted for failure to pass the CKP examination, however, please refer to Section 8.0 of the Professional Standards and Certification Program policy for re-testing information.
7. **Original Documentation Required.** Supporting documentation required for eligibility determination is based upon education/experience level and is specifically listed under this section

Page 4/5. **Affidavit of Education and Paralegal Work Experience.** Fill out all requested information. Fully describe all substantive legal and administrative duties. Please be specific as this information may be utilized to determine eligibility.

Page 6. **Applicant's Signature.** Application must be notarized.

Questions: Contact the KPA's Certification Committee (KPACC) at kpa.kpacc@gmail.com.