

**APPLICATION FOR CERTIFIED KENTUCKY PARALEGAL EXAMINATION
NOTICE OF INTENT TO SEEK CONSTRUCTIVE CREDIT FORM**

Section 6.02 of the Kentucky Paralegal Association's Professional Standards and Certification Program policy provides as follows: In lieu of 6.01, applicants with a minimum of 5 years work experience as a paralegal performing substantive legal tasks under the supervision and direction of a licensed attorney, as of May 14, 2012, will be given constructive credit for the education requirements of 6.01. Said experience must have been accrued prior to May 14, 2012, and must be attested to by the paralegal's supervising attorney and verified by the KPACC. Intent to seek constructive credit must be submitted to the CKPP, Inc., on a form provided by the CKPP, Inc. All other requirements of Section 5: Qualifications for Certified Kentucky Paralegal Status must be met for certification to be granted.

Paralegal and Legal Assistant are synonymous and for the purpose of this program mean "a person under supervision and direction of a licensed lawyer, who may apply knowledge of law and legal procedures in rendering direct assistance to lawyers engaged in legal research; design, develop or plan modifications or new procedures, techniques, services, processes or applications; prepare or interpret legal documents and write detailed procedures for practicing in certain fields of law; select, compile and use technical information from such references as digests, encyclopedias or practice manuals; and analyze and follow procedural problems that involve independent decisions."

INSTRUCTIONS

Please list all employment history working as a paralegal or legal assistant performing substantive legal tasks under the supervision and direction of a licensed attorney.

The information must cover a period of five (5) years and must have been accrued prior to May 14, 2012. If attestation from current employer does not cover the required minimum five (5) year period, additional attestations from previous employers must be submitted.

In addition this Notice of Intent to Seek Constructive Credit form, letter(s) of employment verification are required from supervising attorney verifying and describing the applicant's work experience as a paralegal performing substantive legal tasks must be submitted for each period of employment listed.

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Attorney/Employer:	
Dates of Employment: From	To
Print Name:	
Firm:	
Address:	
City/State/Zip Code:	
Phone:	E-Mail:
Year admitted to Bar:	State:
<p>I hereby attest that the above named applicant for certification as a paralegal by KPA, has been employed by me for _____ (years/months) as a Paralegal/Legal Assistant as defined in this Notice of Intent to Seek Constructive Credit and is aware of the ethical limitations of the legal profession and has demonstrated professional conduct while employed by me. I recommend the applicant as a candidate for the Kentucky Certified Paralegal Exam.</p>	
Attorney Signature:	Date: