

**APPLICATION  
FOR  
CERTIFIED KENTUCKY PARALEGAL EXAMINATION**

**1. APPLICANT INFORMATION**

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First Name	MI	Last Name	Previous Name*
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Home Street Address

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City	State	Zip Code
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Home Phone Number/Area Code	Work Phone Number/Area Code
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Fax Number/Area Code	Date of Birth
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Email Address(es)

\*Other name under which education or work experience may have been obtained.

**2. EDUCATION/EXPERIENCE LEVEL**

Check one:

- Graduation from an ABA approved paralegal studies program (educational)
- Graduation from a paralegal studies program which is not ABA approved, but is in substantial compliance with ABA approval guidelines (educational)
- Graduation from an appropriately accredited college or university with a bachelor's degree in any field plus one year of paralegal work experience, verified by the supervising attorney
- As of May 14, 2012, at least five years of verifiable work experience as a paralegal performing substantive legal tasks as attested to by paralegal's supervising attorney and verified by KPACC (experience)

**3. HIGHEST EDUCATIONAL LEVEL ACHIEVED**

- High School
- High School with some College
- Associate's Degree
- Bachelor's Degree (including paralegal studies)
- Master's Degree or higher

**4. MEMBERSHIPS AND PARALEGAL CERTIFICATIONS**

- Kentucky Paralegal Association Member
- Local Paralegal Association Member  
Name of Local Association \_\_\_\_\_
- National Paralegal Association Member  
Name of National Association \_\_\_\_\_
- Paralegal Certifications  
Certifying Association: \_\_\_\_\_

**5. SPECIAL ACCOMMODATIONS REQUIRED**

- Yes
- No

If you checked yes, please state the type of special accommodation required.

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**6. REGISTRATION FEE - \$100.00**

Please enclose a check or money order made payable to **CKPP, Inc.** and mail to the address below. Please do not send your Application via Certified Mail. Your Application will be deemed received as of the postmark date.

**Kentucky Paralegal Association  
C/O CKP Exam  
P. O. Box 2675  
Louisville, KY 40201-2675**

**7. ORIGINAL DOCUMENTATION REQUIRED AS FOLLOWS:**

- (A) **Education Requirement/Graduation from an ABA approved paralegal studies program or a paralegal program in substantial compliance with ABA approval guidelines.** If you are applying under this Education Requirement, the following original documentation must be enclosed:
- I. Official Transcript – not a diploma (highest level of education)
  - II. Graduation from a paralegal studies program which is not ABA approved requires submission a letter on letterhead from the Dean or Director of that institution stating the institution was in substantial compliance with ABA approval guidelines at the time the degree was awarded.
  - III. Two (2) letters of reference from an attorney who must be a member of the Kentucky Bar Association in good standing, or a Judge of the Kentucky Court System or Sixth Circuit Court
- (B) **Education Plus One-Year Experience Requirement.** If you are applying under the Education Requirement of graduation from an appropriately accredited college or university with a bachelor's degree in any field plus one year of paralegal work experience, the following original documentation must be enclosed:
- I. Official Transcript – not a diploma (highest level of education)
  - II. Letter of employment from supervising attorney verifying at least one year of legal experience
  - III. Two (2) letters of reference from an attorney who must be a member of the Kentucky Bar Association in good standing, or a Judge of the Kentucky Court System or Sixth Circuit Court
- (C) **Constructive Credit Requirement.** If you are applying under the five (5) year work experience as a paralegal under the constructive credit for the educational requirement, the following original documents must be enclosed:
- I. Notice of Intent to Seek Constructive Credit Form(s) verifying a minimum of five (5) years work experience accrued prior to May 14, 2012, as a paralegal performing substantive legal tasks under the supervision and direction of a licensed attorney
  - II. Letter(s) of employment verification from supervising attorney for each period of employment listed on the Notice of Intent to Seek Constructive Credit Form(s) verifying and describing the Applicant's work experience as a paralegal performing substantive legal tasks prior to May 14, 2012
  - III. Two (2) letters of reference from an attorney who must be a member of the Kentucky Bar Association in good standing, or a Judge of the Kentucky Court System or Sixth Circuit Court

**APPLICATION FOR CERTIFIED KENTUCKY PARALEGAL EXAMINATION  
AFFIDAVIT OF EDUCATION AND PARALEGAL WORK EXPERIENCE**

**EDUCATION (copy of Official Transcript must be attached):**

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Institution	Major	Degree/Diploma/Received
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Date of Graduation

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Institution	Major	Degree/Diploma/Received
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Date of Graduation

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Institution	Major	Degree/Diploma/Received
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Date of Graduation

**PARALEGAL WORK EXPERIENCE:** Please provide most current or recent employment first together with all verifiable paralegal work experience for each period of employment in the last five years and fully describe specify substantive legal and administrative duties.

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Current/Recent Employer	Start Date	End Date
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Employer Address

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Supervisor's Name	Supervisor's Phone Number/Email
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\_\_\_\_\_ Full-time      \_\_\_\_\_ Number of hours worked per week

\_\_\_\_\_ Part-time      \_\_\_\_\_ Number of hours worked per week

Description of Duties (specify substantive legal and administrative duties) \_\_\_\_\_

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Former Employer	Start Date	End Date
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Employer Address \_\_\_\_\_

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Supervisor's Name	Supervisor's Phone Number/Email
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_____	Full-time	_____ Number of hours worked per week
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_____	Part-time	_____ Number of hours worked per week
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Description of Duties (specify substantive legal and administrative duties) \_\_\_\_\_

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**APPLICANT'S SIGNATURE:**

**I CERTIFY THAT THE INFORMATION AND REPRESENTATIONS SUBMITTED ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

**I VOLUNTARILY AGREE, UPON CERTIFICATION, TO MAINTAIN CONTINUOUS MEMBERSHIP IN KENTUCKY PARALEGAL ASSOCIATION AND COMPLY WITH THE KPA'S PARALEGAL PROFESSIONAL STANDARDS OF CONDUCT AND DISCIPLINARY PROCEDURES INCLUDING ANY INVESTIGATORY PROCESS.**

SIGNATURE: \_\_\_\_\_

STATE OF KENTUCKY

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public – State at Large