

**CERTIFIED KENTUCKY PARALEGAL EXAMINATION  
WHAT TO EXPECT**

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**KENTUCKY PARALEGAL ASSOCIATION**



## Why take the CKP exam?

The purpose of the Kentucky Paralegal Association's Certified Paralegal Program is to implement Kentucky Supreme Court Rule 3.700 for paralegals in Kentucky by establishing a procedure for paralegal certification, which will promote competence and high standards of professional responsibility, including the Kentucky Paralegal Association's Paralegal Professional Standards of Conduct. This is accomplished by setting minimum training, work experience, and education requirements for eligibility to be a designated Certified Kentucky Paralegal. The ultimate purpose of this self-regulation program is to improve the quality of legal service in Kentucky and make it more readily available to the public. Certification of qualifications and commitment to high professional and ethical standards by paralegals will lead to appropriate recognition of the substantial and essential contribution paralegals make to the provision of legal services in Kentucky.

### Eligibility to sit for the exam

The minimum education requirements for eligibility to take the CKP examination are:

Graduation from an ABA approved course of paralegal studies (Official transcript required); or

Graduation from a paralegal course of study which is not ABA approved, but is in substantial compliance with ABA approval guidelines (Official transcript required); or

Graduation from an appropriately accredited college or university with a bachelor's degree in any field (Official transcript required) plus one (1) year of paralegal work experience verified by the supervising lawyer (on form provided with application); or.

As of the date of application, a minimum of 5 years work experience as a paralegal performing substantive legal tasks under the supervision and direction of a licensed attorney. Said experience must be attested to by the paralegal's supervising attorney (on form provided with application) and verified by the Kentucky Paralegal Association Certification Committee.

Any person with a minimum of five (5) years of verifiable work experience as a paralegal will be given constructive credit for the education requirements. Intent to seek constructive credit must be submitted to the CKPP, Inc., on a form provided by the CKPP, Inc. by May 14, 2012 or such constructive credit will be waived by the applicant.

Applicants must submit documentary verification of completion of education and work experience requirements.

KPA membership is not required to sit for the exam but, once certified, KPA membership is **required** to maintain CKP status.

## The Exam

The CKP examination consists of 40 true/false or multiple choice questions on the subject of Ethics. A minimum passing score of 70% is required to earn the Certified Kentucky Paralegal credential. Candidates are asked to demonstrate knowledge of the Kentucky Paralegal Association Paralegal Professional Standards of Conduct which include an understanding of ethical responsibilities in the performance of services provided when assisting lawyers and their clients. These Standards of Conduct consist of:

- Competence
- Diligence
- Relations with Clients
- Client and Firm Confidentiality
- Conflicts of Interest
- Client and Firm Property
- Relations With Persons Other Than Clients
- Law Firm Paralegal Policies
- Unauthorized Practice Of Law
- Donated Paralegal Service
- Advertising And Solicitation
- Misconduct

Candidates should come prepared to the designated testing site with a writing utensil. It is suggested that you bring two pencils with an eraser. Each candidate will receive a question booklet and a corresponding answer sheet. Candidates will have two (2) hours to complete the examination.

Below are sample questions to assist in preparation for the examination.

Q. While independent paralegal service is permissible in Kentucky, the Kentucky Supreme Court Rules encourage supervision of paralegals by a lawyer.

- A. TRUE
- B. FALSE

Q. Client confidential information:

- A. Is the supervising lawyer's responsibility and has no application to paralegals because the KRPCs do not apply to them.
- B. May be disclosed by a paralegal if the client gives the supervising lawyer informed consent or if disclosure is impliedly authorized in order to carry out the representation.
- C. Is no longer protected when a paralegal leaves a law firm practice.
- D. May be revealed by a paralegal only when expressly instructed to do so by a supervising lawyer.

Q. Lawyers may deposit firm or personal funds in a client trust account to minimize bank charges on the account.

- A. TRUE
- B. FALSE

### **Study materials**

Study guide material is provided on the Web at <http://www.kypa.org> at no cost. Questions on the exam were permuted from these documents and all answers can be found within the material. It is important that candidates read all study guide material provided in preparation for the examination. The examination is not open book, so there is no need to bring the study guide materials with you on the day of the examination. There will be a "Study Session" at the KPA Annual Conference for those who wish to discuss the exam prior to the test date.

### **How to apply**

Any paralegal who meets the qualifications specified above may seek certification by applying to take the required exam on the form "Application for Certification as CKP." The Application, with supporting documentation, shall be submitted for approval to the Kentucky Paralegal Association, care of KPACC, to Post Office Box 2675, Louisville, Kentucky 40201-2675.

Applicants are required to sign a statement under oath or affirmation that representations in the application are true and correct to their best knowledge and belief and that they voluntarily agree, upon certification, to maintain active membership in KPA and comply with the KPA's Paralegal Professional Standards of Conduct and disciplinary procedures including any investigatory process. A fee of \$100.00 is required and must accompany the application. No refunds will be made after April 20, 2011 with the exception of applications returned for ineligibility.

The deadline for applications to be submitted is April 20, 2011. After this date, the application will be returned to the applicant, with the application fee enclosed.

### **Future Test Dates**

The CKP exam will be administered a minimum of two times annually. Testing dates, venue and times will be posted on the KPA Website.

### **Results available**

Notification of exam results will be issued by the CKPP, Inc. to the applicant within forty-five (45) days of the exam. The CKPP, Inc. will notify the KPA Board of applicants who successfully completed the CKP examination. The KPACC will then issue an official certificate entitling the qualifying paralegal to use the title "Certified Kentucky Paralegal" or "CKP."

Once certified, the designation of "Certified Kentucky Paralegal" or "CKP" may be used on business letterhead and business cards. A roster of all current CKP's will be maintained on the KPA website and names will be posted for public viewing.

## **Continuing Legal Education**

A CKP must earn a minimum of eight (8) credit hours of KPA approved CPE annually which must include two credit hours of the Paralegal Professional Standards of Conduct. A credit hour for purposes of this requirement is fifty (50) minutes of instruction.

The annual CPE requirement is based on a calendar year and must be completed by December 31 of each report year. To receive credit for CPE a CKP must report credits earned on KPA CPE on a form to the CPE Committee not later than January 31 of the following calendar year.

A CKP who accumulates an excess over eight (8) credit hours during a calendar year may carry forward excess credits into the two successive calendar years for purposes of satisfying the minimum requirements for those years. Carry forward is limited to a total of 16 credit hours, four (4) of which may be on the Paralegal Professional Standards of Conduct.

## **Renewal**

A CKP must renew their membership with the Kentucky Paralegal Association no later than February 1<sup>st</sup> of the following year to maintain their CKP status.