

## INSTRUCTIONS FOR COMPLETING CKP APPLICATION

**This document can be used in tandem with the CKP Application, as a line-by-line reference for submission. Also, please refer to the CKP Manual for additional information.**

1. Fill out all requested information.
2. Please choose which experience/education level applies.
3. Indicate highest level of education obtained.
4. Indicate KPA, national or local membership as of date of application.
5. This question pertains to person with special needs, who may need additional assistance during the 2-hour CKP examination. Please be specific.
6. Please refer to the application for fee and address information. Please include all documentation within one mailing. If additional information is needed, **you will be notified**. No refund will be granted for failure to pass the CKP examination, however, please refer to Section 9.05 of the CKP Manual for re-testing information.
7. The official transcript is required if one seeks to test under the educational requirement.  
**NOTE:** If one seeks to take the examination by qualifying under “Constructive Credit”, they must also fill out the “Notice of Intent to Seek Constructive Credit” form posted on the KPA Website.  
**All applicants must have two (2) letters of recommendation from any member of the Kentucky Bar or the Judiciary.**

**“CKP Affidavit of Education and Work Experience”:** Please fill out all personal and work experience information. If the “Education” section does not apply to you, leave blank. Everyone must fill out the “Paralegal Work Experience” section of this form (page 4).

**“Application for Certified Kentucky Paralegal Examination”:** Please sign where stated in front of a Notary.