

NOTICE OF INTENT TO SEEK CONSTRUCTIVE CREDIT

Section 6.02 of the CKP Program Manual provides: “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 committee. 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.”

Employment History: (Must cover a period of five [5] years. Attach additional sheets if necessary.)

Attorney/Employer

Dates of Employment: From

To

Attorney/Employer

Dates of Employment: From

To

Attorney/Employer

Dates of Employment: From

To

Attorney/Employer

Dates of Employment: From

To

High School Diploma

GED

Date Received:

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Attestation must cover a minimum period of five (5) years. If attestation from current employer does not cover required minimum five (5) year period, attach additional attestations from previous employers.

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.

Attorney Signature:

Print Name :

Firm:

Address:

City/State/ZIP:

Phone #:

E-Mail:

Year admitted to Bar:

Today's date: