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**Andrea Lupanze, RP[®],
Paralegal Advanced
Competency Exam (PACE[®])
Memorial Scholarship**

2018 Scholarship Application Packet

Deadline:

**All Scholarship Application materials must be received no later than
5:00 p.m. on Friday, October 12, 2018.**

For more information contact scholarship@ncapa.com.

2018 PACE® Scholarship Application of _____

Name of Applicant

**Andrea Lupanze, RP®, PACE® Memorial Scholarship
2018 Scholarship Application**

Scholarship Award:

1. The recipient of the Paralegal Advanced Competency Exam (“PACE”) scholarship award will receive a reimbursement up to \$800 for expenses related directly to the preparation, application and completion of the PACE exam.
2. The reimbursement will cover related expenses, such as the study manual and other study aides; the online review course, and documentation necessary for the PACE Candidate Application.
3. Reimbursement requests must be submitted to the Treasurer within one (1) month of incurring the expense.
4. All receipts presented are subject to review and approval by the Scholarship Committee and/or the NCAPA Board of Directors.

Eligibility:

5. Applicant must be a member in good standing of the National Capital Area Paralegal Association (“NCAPA”) for at least one year prior to October 12, 2018.
6. Applicant must meet the National Federation of Paralegal Associations, Inc. (NFPA) qualifications to take PACE. Additional information can be found on NFPA’s website.
7. Prior applicants who have been presented with any monetary awards related to this scholarship are not eligible to apply.

Application Process:

1. Complete the application below and attach a copy of your current resume.
2. Complete the certification provided in the scholarship packet (*please review the requirements and certification prior to completing the application to ensure that you are willing to abide by the requirements*).
3. All application submissions must be emailed to scholarship@ncapa.com in PDF format, and ***received no later than 5 p.m. on Friday, October 12, 2018.*** Incomplete submissions will not be considered.

2018 PACE® Scholarship Application of _____
Name of Applicant

Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Email: _____

Education Level (*check all that apply, detailed information should be included on resume provided*):

_____ High School Diploma

_____ GED

_____ Associates Degree

_____ Bachelor's Degree

_____ Paralegal Certificate

_____ Graduate Degree

Years of Substantive Paralegal Experience: _____

Was this experience full-time paralegal work: _____ Yes _____ No

If no, please explain:

Does your employer reimburse you for expenses to take PACE?:

_____ Yes

_____ No

If yes, please indicate if it is a full or partial reimbursement:

_____ Full

_____ Partial

(Detailed information should be included as part of your response to Essay Question "e.")

2018 PACE® Scholarship Application of _____

Name of Applicant

**Andrea Lupanze, RP®, PACE® Memorial Scholarship
2018 Scholarship Application Essay Questions**

Essay Questions:

Provide information regarding each of the questions listed below on separate pages (include your name at the top of each page). Please do not exceed one (1) page per question; you may refer the Scholarship Selection Committee to your resume for additional information:

- a. Explain why you feel it is important to become a PACE Registered Paralegal (RP®). Express your opinion on why obtaining RP certification is important to you, as an individual and paralegal professional. Please do not repeat the views of NFPA, NCAPA, or other published materials related to PACE or any other “certification” exam.
- b. Describe your efforts to further the paralegal profession during the past five (5) years. Your answer should include NCAPA or other professional association activities, pro bono work, volunteer work, recognition by an employer or client, etc. Please include at least one (1) reference to support or verify your participation in events or activities.
- c. List any professional honors/awards you have received or for which you have been nominated in the past five (5) years. Please provide at least one (1) reference to support or verify this information.
- d. List any paralegal or professional publications you have authored or co-authored in the past five (5) years, including any seminar/training presentations inside or outside of your employer.
- e. Please briefly explain the factors you wish the Scholarship Selection Committee to consider regarding why you feel you should be awarded the scholarship.

2018 PACE® Scholarship Application of _____

Name of Applicant

**Andrea Lupanze, RP®, PACE® Memorial Scholarship
2018 Scholarship Application Certification**

You must complete the following certification and enclose it with your application. Failure to complete this certification will result in disqualification for scholarship consideration.

I, _____, certify to the best of my knowledge and belief that the
Name of Applicant
following is true and correct:

- a. That the contents of this application and my resume are true and complete.
- b. I understand that my application and all supporting documents will not be returned to me and that they will remain the property of NCAPA.
- c. That I meet one (1) or more of the PACE eligibility requirements: (*select all that apply*)

_____ A Bachelor's degree in any course of study obtained from an institutionally accredited school and three (3) years of substantive paralegal experience; or

_____ A Bachelor's degree and completion of a paralegal program with an institutionally accredited school, said paralegal program may be embodied in a Bachelor's degree; and two (2) years substantive paralegal experience; or

_____ An Associate's degree in paralegal studies obtained from an institutionally accredited school, and/or ABA approved paralegal education program; and six (6) years substantive paralegal experience; or

_____ Four (4) years substantive paralegal experience on or before December 31, 2000.

- d. I am not barred from taking PACE pursuant to any felony convictions or license suspensions, etc.
- e. I agree, if awarded the scholarship, to take PACE within twelve (12) months after the day of the scholarship presentation. **I understand that if I fail to do so, I must notify the Scholarship Selection Committee of NCAPA that I will not be able to take the exam within the allotted time and provide an explanation of the circumstances preventing my taking the exam. I further understand should I fail to take the exam**

2018 PACE® Scholarship Application of _____

Name of Applicant

within the allotted time, I may be asked to repay the full scholarship award or the portion of the scholarship which has been expended.¹

- f. I agree that my application shall become the property of NCAPA and I relinquish all rights thereto. I further understand that a copy of my application will be submitted to the Scholarship Selection Committee for consideration and, if selected, may be provided to any major sponsor(s) of the scholarship.
- g. I agree that, should I win the scholarship, NCAPA and/or any major sponsor(s) of the scholarship have the right to 1) publicize the award of the scholarship; and 2) publish my views on the importance of becoming a PACE Registered Paralegal (RP®) in the *OnPoint* newsletter or on their website(s).
- h. I personally completed the application, and further acknowledge that I have not received any assistance in drafting my opinion on the importance of becoming a PACE Registered Paralegal (RP®), including, but not limited, to proofreading or editorial assistance by any person. I further certify that the views expressed are solely my own personal work product.
- i. I understand that this scholarship is to be used solely and exclusively for the purpose of preparing for and taking the Paralegal Advanced Competency Exam (PACE) and that I will be required to provide NCAPA with receipts and other documentation to confirm the purchase of study materials and PACE registration.
- j. I understand that it is my responsibility to submit my application to take the exam in a timely manner, to schedule my own exam time, purchase study aids/material, and to register for the on-line study review course. It is not the responsibility of NCAPA or any major sponsor(s) of the scholarship to calendar these deadlines.

Applicant:

(Signature)

(Date)

(Print name)

(Job Title/Position)

¹ The scholarship award recipient is only required to take the exam within the allotted time. There is no requirement to pass PACE, and the recipient will not be penalized for failing to receive their RP® designation as long as the exam is taken within 12 months of the scholarship award.

2018 PACE® Scholarship Application of _____

Name of Applicant

Paralegal Manager/Supervising Attorney²:

By my signature below, I attest that the Applicant meets one or more of the PACE eligibility requirements, and exemplifies professional excellence as a paralegal, as well as personal integrity.

(Signature)

(Date)

(Print name)

(Relationship to Applicant)

² If the applicant is currently unemployed or working as an independent or contract paralegal, please select a person - not a family member - who can service as a reference for both your professional qualifications and personal character. If your employer does not have a paralegal manager, this form may be certified by an office administrator, human resources, or a partner in the Firm.