



Paralegal CORE Competency Exam™ (PCCE™) 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 PCCE™ Scholarship Application of _____
Name of Applicant
**Paralegal CORE Competency Exam™ (PCCE™) Scholarship
2018 Scholarship Application**

Scholarship Award:

1. The recipient of the Paralegal CORE Competency Exam (“PCCE”) scholarship award will receive a reimbursement up to \$700 for expenses related directly to the preparation, application and completion of the PCCE 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 PCCE 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 PCCE. 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 PCCE™ 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 the PCCE?:

_____ 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 "d.")

2018 PCCE™ Scholarship Application of _____

Name of Applicant

**Paralegal CORE Competency Exam™ (PCCE™) 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 PCCE CORE Registered Paralegal (CRP™). Express your opinion on why obtaining CRP 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 PCCE, PACE, or any other “certification” exam.
- b. Describe your current efforts to further the paralegal profession within your community. Your answer should include NCAPA or other professional association activities, educational activities, pro bono work, volunteer work, and/or recognition by an employer, client, or professor. Please include at least one (1) reference to support or verify your participation in events or activities.
- c. List any professional and/or educational honors/awards you have received or for which you have been nominated in the past two (2) years. Please provide at least one (1) reference to support or verify this information.
- d. Please briefly explain the factors you wish the Scholarship Selection Committee to consider regarding why you feel you should be awarded the scholarship.

2018 PCCE™ Scholarship Application of _____

Name of Applicant

**Paralegal CORE Competency Exam™ (PCCE™) 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 or more of the PCCE eligibility requirements: *(select all that apply)*

_____ Bachelor's degree in any subject, plus a paralegal certificate; no experience or CLE required; or

_____ Bachelor's degree in paralegal studies; no experience or CLE required; or

_____ Bachelor's degree in any subject, no paralegal certificate; 6 months of experience and 1 hour of ethics taken in the year preceding the exam application date; or

_____ Associate's degree in paralegal studies; no experience or CLE required; or

_____ Associate's degree in any subject, no paralegal certificate; one (1) year of experience and six (6) hours of CLE, including one (1) hour of ethics taken in the year preceding the exam application date; or

_____ Paralegal certificate from a program that meets or exceeds the requirements set forth in NFPA's Short Term Paralegal Program Position Statement; one (1) year of experience and six (6) hours of CLE, including one (1) hour of ethics, taken in the year preceding the exam application date;

_____ High school diploma or GED; five (5) years of experience and twelve (12) hours of CLE, including one (1) hour of ethics, taken within the two (2) years preceding the exam application date; or

2018 PCCE™ Scholarship Application of _____

Name of Applicant

_____ Active duty, retired, or former military personnel qualified in a military operation specialty as a paralegal and 1.0 hour of Ethics CLE within the year preceding the exam application.

- d. I am not barred from taking PCCE pursuant to any felony convictions or license suspensions, etc.
- e. I agree, if awarded the scholarship, to take PCCE within twelve (12) months after the date 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 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 PCCE CORE Registered Paralegal (CRP™) in the *OnPoint* magazine 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 PCCE CORE Registered Paralegal (CRP™), 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 PCCE and that I will be required to provide NCAPA with receipts and other documentation to confirm the purchase of study materials and PCCE registration.

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

2018 PCCE™ Scholarship Application of _____
Name of Applicant

- 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/materials, 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)

Professor/Paralegal Manager/Supervising Attorney²:

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

(Signature)

(Date)

(Print name)

(Relationship to Applicant)

² If the applicant is currently unemployed, working as an independent or contract paralegal, or is not a current student, 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.