



New York State Certified Paralegal Renewal Application

Instructions:

Please read all instructions carefully before completing the application.

1. Application must be complete and include all appropriate verification information to be considered by the Certification Committee. Submit application and documentation via the ESAPA website or by email to ESAPA.CertificationChair@gmail.com.
2. Be sure to complete the verification form included at the end of the application and it must be notarized.
3. Payment must be received before application will be processed. Checks should be made payable to:
Empire State Alliance of Paralegal Associations
P.O. Box 14262, Albany, NY 12212-4262.

Renewal Application fee: \$30 member \$50 non-member

Personal Information:

Must provide complete addresses including city, state and zip code.

Name: _____

Other/prior name(s): _____

Home Address: _____

Phone No.: _____ Work Personal

Employer: _____

Employer Address: _____

Email Address: _____

Member of New York State paralegal association: yes no

Association: _____

Documents Required (must be submitted with application):

The NYSCP® must complete 12 hours of Continuing Legal Education (CLE) every two (2) years, and at least one (1) of the 12 hours shall be in ethics. All CLE credit hours in ethics must be from specifically designated ethics credit hours, and such designation must be clearly stated on the CLE certificate. Three (3) carryover credits from your immediate prior reporting period can be used towards your current reporting period (if you had more than 12 credits). Last reporting period CLE Credit Summary must be submitted with renewal application.

Continuing Legal Education Credits obtained directly from or pre-approved by the following organizations/entities are deemed pre-approved by ESAPA as a proper organization/entity to grant Continuing Legal Education credits and will be accepted by ESAPA:

- ESAPA;
- ESAPA member associations;
- all bar associations;
- courts of all jurisdictions within the United States;
- inns of court;
- National Federation of Paralegal Associations, Inc. (NFPA), National Association of Legal Assistants, Inc. (NALA) or American Alliance of Paralegals, Inc. (AAPI) -either sponsored by them or bearing their accreditation on the certificate of attendance;
- approved CLE providers pursuant to the New York Unified Court System; and
- law firms and in-house legal departments (at the discretion of ESAPA).

Each CLE certificate provided in support of a renewal application MUST bear the name of the provider, title and/or topic of the CLE course, the entity approving CLE credits, the name of the attendee, the date, the amount of credits conferred. ESAPA will not accept certificates which do not bear all of the required information. Please complete and submit the summary sheet as well.

Verification:

By submitting this renewal application, I understand that the fee is non-refundable regardless of the outcome of my application review. I also understand my payment will be processed at the time of submitting this application.

The information provided herein is true to the best of my knowledge and the documents provided herewith are true and accurate copies of the originals.

Signature of NYSCP Renewal Applicant

STATE OF NEW YORK)
COUNTY OF _____) ss.:

On the ___ day of _____, 20___, before me, the undersigned, personally appeared _____ (**Applicant**) known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledge to me that he/she/they executed the same in his/her/their capacity, and that by his/her/their signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

