



## 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 and **CLE** information to be considered by the Certification Committee. *Please do not mail application.*  
→ Submit application and documentation via email to [ESAPA.CertificationChair@gmail.com](mailto:ESAPA.CertificationChair@gmail.com)
2. Be sure to complete the **Verification** on page two of the application which must be notarized.
3. Application will not be processed until **payment** is received.  
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 of sponsoring association\*)  
☐ \$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

Email Address: \_\_\_\_\_ ☐ Work ☐ Personal

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

\_\_\_\_\_

\* Do you have membership in one of ESAPA's member associations? ☐ yes ☐ no

If yes, local paralegal association: \_\_\_\_\_

The NYSCP® must complete **12 hours of Continuing Legal Education (CLE)** in substantive legal content 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.**

- ★ 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 [NY Courts CLE.pdf](#); and
- ★ Law firms and in-house legal departments (*at the discretion of ESAPA*).

### Verification:

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.

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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

Renewal Applicant Name: \_\_\_\_\_

## CLE Credit - Summary Sheet

Reporting period: \_\_\_\_\_ through \_\_\_\_\_ (Two years prior to Renewal Date)  
                                     mm/dd/yy                                      mm/dd/yy

1 ethics credit required; total of 12 credits required

CLE  
CREDITS EARNED

Date	Course Description	Sponsor Name	Practice/ Skills	Ethics
<b>Carryover Credits*</b> from the prior reporting period, if applicable. (* Maximum of 3 permitted from immediate prior reporting period)				
<b>TOTAL CREDITS →</b>				

Note: If this is not your first CLE submission, attach prior reporting period CLE credit summary.