

# PARA-PHRASES

FALL EDITION

September 2014

Greater Lexington Paralegal Association

**GLPA**

Since 1980

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## Message from the President

By Heather Purnell

I hope everyone is having a great year so far!! Fall is approaching us. This year has been a great year with lots of opportunities for members to come out and mingle and network. Networking is important for paralegals. If you specialize in one type of law and you have to venture to another type in your office, it's always nice to have someone to ask. We sometimes have members ask the entire organization and get feedback.

Remember your dues pay for you to attend our monthly CLE's which are the 3<sup>rd</sup> Tuesday of the month (except July and December). We always have an educational speaker and great food!! There is usually a door prize as well!!

The GLPA Board is working hard this year to keep everything running smoothly. Remember the GLPA's purpose is to promote the paralegal profession, to provide CLE's, and to act as a forum for the exchange of information. By partnering up and being a member of NFPA we can get ideas and by having our CLE's and other events we are promoting monthly.

I hope to see you at the September 16 CLE luncheon. As always, please email me with comments or suggestions.

hpurnell@dlgfir.com



Heather Purnell, 2014 GLPA President



## Dates to Remember

Sept. 16, 12:00 noon—GLPA monthly meeting and CLE; Vincent Riggs, Fayette Circuit/District Court Clerk, will present on e-filing

Oct. 6, 12:00 noon—GLPA Board meeting at DelCotto Law Group.

Oct. 21, 12:00 noon—GLPA monthly meeting and CLE.

Nov. 3, 5:30 p.m.—GLPA Board meeting at DelCotto Law Group.

Nov. 13-14—26th Annual KPA Conference.

Nov. 18, 12:00 noon—GLPA monthly meeting and CLE.

(Note: monthly meetings held on third Tuesday of the month in the Multi-purpose Room, 1st floor. Robert F. Stephens (Circuit) Courthouse)

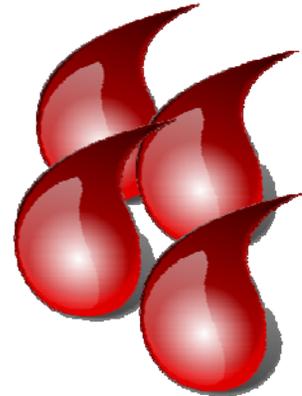


# Opportunities to give back to the community

## — GLPA Philanthropy Opportunities

Opportunities still to come in 2014 for the GLPA membership to give back to the community include:

- ◆ There will be another blood drive in December.
- ◆ Taking up donations (cash and/or products/food, etc.) for the local humane societies/no-kill shelters in October and November; donations of whatever kind can be brought to the October and November monthly meetings or you can contact Melanie Sennett to arrange pickup.
- ◆ Also in October and November, our philanthropy chair will have Christmas cards available for sign and put a message on. The Christmas cards will be sent to U.S. military personnel overseas..



**Volunteer to  
Help Others**

## Secretary's Notes By Liz Boggs, 2014 GLPA Secretary

The GLPA administrative board has been hard at work during 2014. As we start planning and preparing for the end of the year events, please consider volunteering for a position for 2015. You can make a difference and be a part of the process which makes the GLPA a successful organization. We already are discussing next year, what can we do to increase membership, what events would members enjoy, where can we hold new and innovative spring and fall socials, plus so much

more. New ideas are needed and welcomed. Always remember, the monthly board meetings are open to general membership so feel free to attend, see what goes on, and find out if there is a position that fits you.



# Katherine Coleman Speaker at August CLE

By Debra Gibby, RP, CKP, GLPA Newsletter Chair

Katherine (Kacey) Coleman, of counsel with the Lexington law firm of Sturgill, Turner, Barker & Moliney, PLLC, where she concentrates her practice on employment and education law and public liability defense was CLE speaker at the GLPA monthly meeting on August 19. Kacey spoke to the GLPA membership on "Discrimination and Sexual Harassment in the Workplace."

Kacey graduated cum laude, with honors, from the University of Kentucky in 1985 and from the University of Kentucky College of Law in 1991. She is admitted to practice in Kentucky state courts and the United States District Court for the Eastern and Western Districts of Kentucky, as well as the Sixth Circuit Court of Appeals.

For over two decades Kacey has been defending employers in all aspects of employment related litigation, handling claims of sexual harassment, race, age and gender discrimination and violations of wage and hour laws and the Family and Medical Leave Act (FMLA). She also represents a variety of public entities and is knowledgeable about issues unique to the public sector

Kacey was born in Arlington (Fort Belvoir), Virginia, while her father (U.S. Air Force retired) was stationed at the Pentagon. When she was three years old, her father retired from the U.S. Air Force and moved the family to St. Petersburg, Florida, where he took a position teaching at St. Pete College (then a junior college). Kacey's father died of ALS when she was 14. STBM participated in the ALS Ice Bucket Challenge on August 29 in his honor. Kacey's mother and father are buried at Arlington National Cemetery. Kacey has one older brother, Jeff, who lives in St. Pete and is

currently director for Veterans Affairs at St. Pete College.

She met her husband, Tommy, through mutual friends. She had met those friends when she took a cruise with her best friend from her youth and high school. A year or so later when they came to Florida to visit, they brought their roommate-Tommy-with them. They began a long distance courtship.

Kacey moved to Lexington in 1984 and completed her undergraduate degree at the University of Kentucky with a bachelors of business administration with an emphasis in marketing. After graduating, she worked for the University of Kentucky as the employer relations specialist for the office of experiential education. She later returned to law school and graduated in 1991. I came to work at Sturgill Turner in 1992. From 1998 until 2002 she was General Counsel at EKU

Kacey and Tommy, a local dentist with offices at the corner of Kentucky and Main, have two sons, Clay (now a sophomore at the University of Cincinnati) and Carson (a junior at Lexington Catholic).

Kacey enjoys traveling and loves baseball. She has spent a lot of her

spare time in the spring and summer at the baseball field as an avid fan and supporter for her sons, Clay and Carson, and juggling the many hats of being a wife, mother, and attorney. She would love to develop other hobbies, but doesn't have the time; she guesses she will probably have to retire in order to pursue them.



Katherine M. Coleman, J.D.

ALS Ice Bucket Challenge



## Vincent Riggs, Fayette Circuit/District Court Clerk, to speak at September CLE

Vincent Riggs, Clerk of the Fayette Circuit/District Court since his unopposed election in November 2012, will be the cle speaker at the September 16 GLPA monthly meeting. The topic of his presentation will be e-filing, which just became available in Fayette County in August of this year.

Mr. Riggs practiced family law in Lexington for six years immediately preceding being elected to that position. He graduated from the University of Kentucky in 2001 and obtained a law degree from the Appalachian School of Law in Grundy, Va., in 2006. Most of his legal practice consisted of divorce cases, domestic violence, and child custody battles.

After graduating from Lafayette High School, Vince worked for

about 20 years at Kroger stores in Lexington to put himself through college and takes his status as a self-made man seriously.

Although his schedule leaves little time for hobbies, in his free time, Vince takes care of his dogs, a schnauzer and a puggle (a cross-breed between a pug and a beagle), and volunteers at community events around the Westminster Village Apartments, where he grew up.

The topic of his presentation will be e-filing, which just became available in Fayette County in August of this year.

*Source: 11/1/13 Lexington Herald Leader/reporter: Josh Kegley.*



Vincent Riggs, J.D., Elected Fayette Circuit/District Court Clerk in Nov. 2012 Election. *Photo: by Josh Kegley*

## 2014 KPA Conference Update

**Knowledge is Power—Empowering Paralegals through Continuing Legal Education**

26th Annual KPA Conference  
**November 14, 2014**

Clarion Hotel, 1950 Newtown Pike, Lexington, KY 40511

**Tammy Smith—2014 KPA Conference Committee Chair**

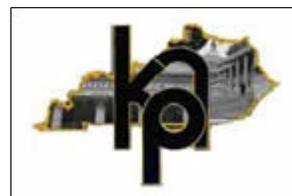
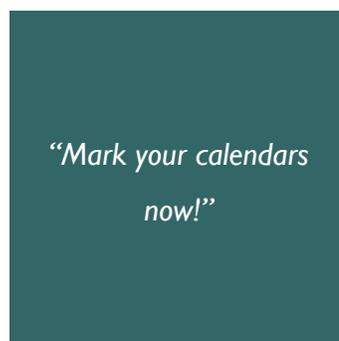
The Conference planning is underway! Festivities will begin with a social on Thursday evening, November 13, along with registration, followed by a full day of CLE's on November 14. Save the date now!! Watch for the registration form to be sent out in September.

The Well has been chosen for the Charity this year. To find out more, you can visit the ir website at

<http://thewelllexington.org>. There will also be an informational flyer included with the registration form. For a list of items to donate, The Well Lexington will be registered at Bed, Bath & Beyond and Target in order to coordinate donation items.



*Welcome to the circle...*



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## **Half Day CLE**

**WHEN:** Friday, September 26, 2014

**WHERE:** Fayette Circuit Courthouse Multipurpose Room

**TIME:** 12:00 p.m. – 4:00 p.m.

**COST:** \$30 members/ \$40 nonmembers (includes lunch)

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**FIRM:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**NEED CLE Credit?** \_\_\_\_\_ (RP or CKP)

### **Speaker Schedule and Topic**

**12:00 p.m. – 12:30 p.m. - Lunch**

**12:30p.m. – 1:30 p.m. - Richard J. Dieffenbach, Esq. –**

**Statute of Limitations**

**1:30 p.m. – 1:45 p.m. - Break**

**1:45 p.m. – 2:45 p.m. – Walter Morris, Esq.– Estate Law**

**2:45 p.m. – 3:00 p.m. - Break**

**3:00 p.m. – 4:00 p.m. – Jim McKenzie, Constable – How**

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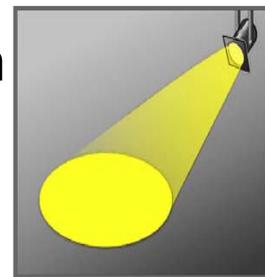
**Please return this registration form (first page) with your check,  
payable to the GLPA, by September 18, 2014 to:**

**Heather L. Purnell, Paralegal  
DelCotto Law Group  
200 North Upper Street  
Lexington, KY 40507**

**Questions? Call or e-mail Heather Purnell  
(859) 231-5800 or [hpurnell@dlgfirm.com](mailto:hpurnell@dlgfirm.com))**

# Member Spotlight—Rebekah Walton

By Debra Gibby, with Rebekah Walton



Rebekah Walton is a litigation paralegal at Sturgill, Turner, Barker & Moloney, PLLC. Rebekah currently works mainly in healthcare litigation with attorneys Pat Moloney, Andrew DeSimone and Stephanie Wurdock.

Rebekah met her husband, David, while working at the Fayette County Attorney's Office. She worked in the child support collection department at FCAO while going to college. She graduated from EKV with a paralegal science degree in 1993. Rebekah started working at Landrum & Shouse one week after graduation. She had a wonderful learning experience at L&S and still has many friends there. Her favorite cases involved trucking litigation. She assisted in approximately 20 trials during the 8+ years she worked there.

Rebekah also had a baby while working at L&S, and decided she needed a break from billable hours. A fellow paralegal from L&S was the office manager at Gary C. Johnson's office, which made an

easy segway to the "other side" for her. Plaintiff's work was so different, but so exciting. Rebekah enjoyed traveling with her attorneys to depositions and assisting with exhibits and questions. This was a new experience for her as she had always summarized depositions, but never attended then. She was thrilled to be in the midst of the action. While attending these depositions, she met many attorneys and got to see firsthand different litigation styles. One attorney in particular that she met while attending depositions in a nursing home case was Donald "Pat" Moloney. She knew at the time she wanted to work for him some day. After 3 years of plaintiff's work, she was ready to go back to defense work. Her defense experience is totally different now that she works in healthcare litigation. She has been at Sturgill Turner Barker & Moloney for 9 years now and enjoys her job.

On a personal note, she and her husband, David, have two girls, Ashleigh (13) and Elisabeth



Rebekah Walton

(10). She enjoys watching Ashleigh play soccer and Elisabeth at gymnastics meets. She is pretty sure that of all her friends, she is the only one (continued on page 16)



## Our Mission



Promote the paralegal profession.

Provide seminars for the continuing legal education of paralegals.

Act as a forum for the exchange of information.

Support and promote professional standards.

Communicate with the legal community and the general public.

Participate in local and national issues that affect the profession.

# GLPA Treasurer Summary

August 30, 2014

## CENTRAL BANK ACCOUNT

Bank Balance as of June 30, 2014 \$9,975.57

Deposits: \$1,137.00

Disbursements: \$1,473.97

Reconciled Balance as of August 30, 2014 \$9,838.60

## DUPREE FUND INFO

Dupree Fund - June 30, 2014 \$10,463.86

Dupree Fund - July 31, 2014 \$10,456.92



Terri Marksbury  
2014 GLPA Treasurer



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# NFPA NEWS TO USE -----

*Glenna Fugazzi, RP, Primary Representative*  
*Tammy Smith, CKP, Secondary Representative*

Glenna Fugazzi, your NFPA Primary Representative, has registered for and will be attending the NFPA Annual Conference scheduled for October 9-12, 2014, in Dallas, Texas.

A couple of topics on the agenda include:

### **Agenda Topic #2—PCCE and PACE CLE Requirements—Dual Credits.**

This agenda Topic would redefine the CLE requirements for the PACE and PCCE™ exams and allow NFPA dual credentialed paralegals to use the same CLE to maintain each credential.

### **Agenda Topic #3—PCCE and PACE Requirements—Eligibility.**

The proposed resolution would allow additional qualified paralegals to be eligible to take PACE without the additional involvement of a Request for Exception by the Paralegal Certification Standards Committee (PCSC). The Eligibility requirements for PACE would be expanded to include passing and holding the eCRP™ designation for two years or

more with successful renewal, remaining CRP in good standing, and including at least six years of substantive paralegal experience.

### **By-Law Resolution #1—Increase in dues for Voting Member Associations.**

A proposed increase of \$5.00 in dues for Voting Member Associations. The last dues increase for Voting Member Associations was in 2005 and prior to that 1992. Dues were decreased in 1996 by \$5.00 per student member of each Voting Member Association. Currently, member associations pay \$25 per voting member to NFPA and \$20 per student member. If adopted, the additional revenue would allow NFPA to meet projected expenses for the next 3 to 5 years, permit the funding of adequate reserves for emergencies, and maintain and possibly improve member benefits. Adequate reserves are necessary to pay for budgeted expenses during the interim between the receipt of dues and the receipt of income from the annual meeting.

Although an increase in dues will di-

rectly affect the GLPA, your GLPA Board has voted to not pass any increase on to its members, at least for the coming year.

There are additional agenda topics up for vote at the NFPA annual meeting, as well as items up for discussion. For a complete agenda, please visit the NFPA website and/or contact your NFPA representatives. They would love to hear from you and always welcome your comments or suggestions!

You can reach your NFPA Primary and Secondary Representatives at:

[GFugazzi@FowlerLaw.com](mailto:GFugazzi@FowlerLaw.com)

[TSmith@FowlerLaw.com](mailto:TSmith@FowlerLaw.com)

859-252-6700



Designed by Lori Wagner, member of Region III. T-shirts for sale at annual meeting.



# Start Thinking Of Ways to Help The Planet...Going Green



## PLANT A NOTION

"Going green" doesn't have to be a daunting task that means sweeping life changes. Simple things can make a difference.

The contents of this list might not be new, but they bear repeating. Sometimes it takes a few reminders for things take root.



## CHANGE YOUR LIGHT

If every household in the United State replaced one regular lightbulb with one of those new compact fluorescent bulbs, the pollution reduction would be equivalent to removing one million cars from the road.

Don't like the color of light? Use these bulbs for closets, laundry rooms and other places where it won't irk you as much.



## TURN OFF COMPUTERS AT NIGHT

By turning off your computer instead of leaving it in sleep mode, you can save 40 watt-hours per day. That adds up to 4 cents a day, or \$14 per year. If you don't want to wait for your computer to start up, set it to turn on automatically a few minutes before you get to work, or boot up while you're pouring your morning cup 'o joe.



## RECYCLE GLASS

Recycled glass reduces related air pollution by 20 percent and related water pollution by 50 percent. If it isn't recycled it can take a million years to decompose.



## GO VEGETARIAN ONCE A WEEK

One less meat-based meal a week helps the planet and your diet. For example: It requires 2,500 gallons of water to produce one pound of beef. You will also save some trees. For each hamburger that originated from animals raised on rainforest land, approximately 55 square feet of forest have been destroyed.



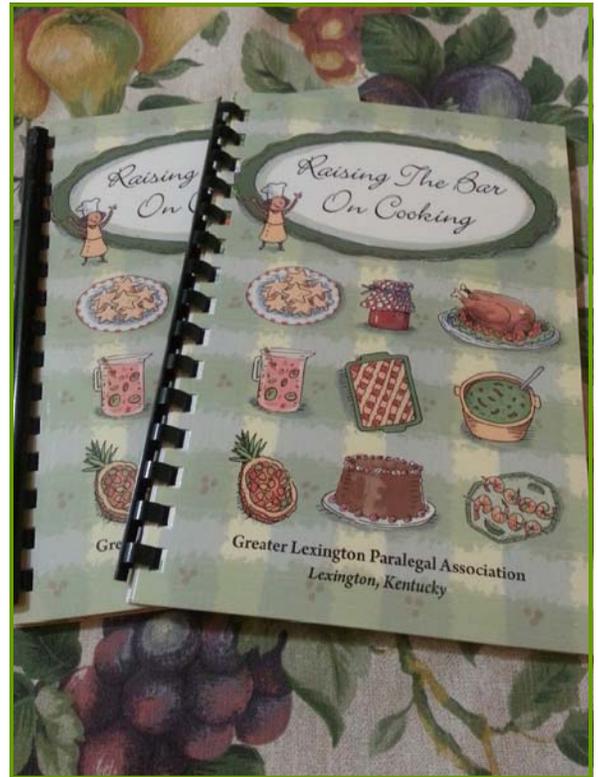
## RETHINK BOTTLED WATER

Nearly 90% of plastic water bottles are not recycled, instead taking thousands of years to decompose. Buy a reusable container and fill it with tap water, a great choice for the environment, your wallet, and possibly your health. The EPA's standards for tap water are more stringent than the FDA's standards for bottled water.

Sources: [Arbor Day Foundation](#), [Californians Against Waste](#), [EarthEasy.com](#), [The Green Guide](#), [The Green Book](#), [Treehugger](#): [Reasons to ditch bottled water](#), [How to Green Your Electronics](#).

# GLPA Merchandise

The GLPA has promotional items for sale, i.e. colorful totes with GLPA logo (purple, blue, red, green), cookbooks, pens w/ stylus, t-shirts. Contact any Board member if you are interested in purchasing any of these items. Refer to the back page of newsletter for contact information for any member of the Board or email [boardatlarge@lexingtonparalegals.com](mailto:boardatlarge@lexingtonparalegals.com).



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## What is the Meaning of This?

1. Affidavit
  2. Motion *in limine*
  3. *Voir dire*
  4. *Amicus curiae*
  5. Summary Judgment
  6. Tort
  7. Statute of Limitations
  8. Collateral
  9. *De facto*
  10. Warrant
  11. *Ipsa facto*
  12. *Pro se*
    - a. The time within which a lawsuit must be filed or a criminal prosecution begun. The deadline can vary, depending on the type of civil case or the crime charged.
    - b. A decision made on the basis of statements and evidence presented for the record without a trial. It is used when it is not necessary to resolve any factual disputes in the case, and is granted when – on the undisputed facts in the record – one party is entitled to judgment as a matter of law.
  - c. A civil, not criminal, wrong. A negligent or intentional injury against a person or property, with the exception of breach of contract.
  - d. Representing oneself. Serving as one's own lawyer
  - e. Jury selection process of questioning prospective jurors, to ascertain their qualifications and determine any basis for challenge
  - f. Latin, meaning "in fact" or "actually." Something that exists in fact but not as a matter of law.
  - g. Court authorization, most often for law enforcement officers, to conduct a search or make an arrest.
  - h. "by the fact itself," which means that a certain phenomenon is a direct consequence, a resultant effect, of the action in question, instead of being brought about by a previous action. It is a term of art used in philosophy, law, and science. An example in law is money laundering: the act is not *ipso facto* illegal because it is an exchange but is done as a cover for something else, so the act puts the actions
- of an individual in question. A common English idiom with a similar meaning is "in and of itself".
- i. A pretrial motion requesting the court to prohibit the other side from presenting, or even referring to, evidence on matters said to be so highly prejudicial that no steps taken by the judge can prevent the jury from being unduly influenced.
  - j. Latin for "friend of the court." It is advice formally offered to the court in a brief filed by an entity interested in, but not a party to, the case.
  - k. Property that is promised as security for the satisfaction of a debt.
  - l. A written or printed statement made under oath.



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# KPA Liaison News From Around the State

By Tammy Martinez, KPA Liaison

The Western Kentucky Paralegal Association (WKP) has offered monthly CLE opportunities where speakers spoke on Investigations to Aid in Criminal Prosecutions, Dealing with Property of Minors and Disabled Persons and recent technology updates.

Two representatives from WKP attended the NALA Convention in Charleston SC, where there were 400 attendees. In October and November WKP will be collecting canned goods to donate to the food pantry and in December they will aid Murry Group Home by making donations and also offering gift bags to its residence that contain personal supplies and toiletries

Louisville Association of Paralegals (LAP) will be busy this fall preparing dinner for residents of the Gilda Club and Ronald McDonald House. They are also planning to join the local "Making Strides Against Breast Cancer Walk".

Southern Kentucky Association of Paralegals (SKAP) recently held a CLE on Criminal

Law presented by Commonwealth Attorney Chris Cohron. Upcoming speakers will speak on Family Law and Domestic Violence. Plans are still in the works for SKAP's Wine and Cheese Reception. SKAP members will be able to enjoy a time of friendship and networking.



Tammy Martinez is the 2014 GLPA Vice-President and KPA Liaison. She is a Paralegal with Fowler Bell, PLLC

(Spotlight continued from page 8)

that still loves driving her minivan and running kids here and there. For fun, she enjoys having family time at Herrington Lake. Rebekah is also a Sunday school teacher at Tates Creek Christian Church where she and her husband have been members for 18 years.

Rebekah served on the GLPA board for a few years many moons ago. That is where she met many of her long-time paralegal friends. She enjoys seeing all of them and interacting with them at the GLPA monthly CLEs.

**Be Active!!  
Support  
your  
GLPA—  
Volunteer  
Today!!**

(Answers to "What is the Meaning of This?" found on page 10)

- |      |       |
|------|-------|
| 1. l | 7. a  |
| 2. i | 8. k  |
| 3. e | 9. f  |
| 4. j | 10. g |
| 5. b | 11. h |
| 6. c | 12. d |



# Are you thinking about Taking PACE or PCCE?

By Beverly Rawlings, RP, GLPA Certification Ambassador

If you plan on taking the PACE or PCCE exam in the not too distant future, you might want to consider applying for one of the scholarships being offered this year by the GLPA to its members. Both scholarships will be awarded at the December luncheon. Entry forms for the PACE and PCCE Exam Scholarships are available on pages 18 and 19.



Beverly H. Rawlings, RP® - Bev is the 2014 GLPA Certification Ambassador & IT Administrator. She is employed by NetLaw, Inc.

# What's Going On?

By Heather Purnell, Special Events Chair

The July Anniversary luncheon was a success with nearly 40 attendees, great food and many prizes. We are now getting ready to have a Fall Social for members to attend. It will be a lunch date just to mingle and eat with other members. More information will be coming on that later this month. The social will be in October.

Don't forget that the GLPA is having a Half Day CLE (3<sup>rd</sup> Annual) on September 26 from 12-4. If you need more information, please contact me. There will be three-speakers, lunch and prizes. Educational credit will be offered for RP's and CKP's (3 credits). Come on out and learn something new or get a refresher.

Also to look out for and keep on your radar is the December lunch-

eon, for a great time, great food and door prizes. Hope to see you there!!!!





On behalf of the Greater Lexington Paralegal Association (GLPA), we are pleased to announce a drawing for PACE-eligible GLPA members for a Paralegal Advanced Competency Exam (PACE) scholarship, which includes a study guide, application and exam fees valued at \$350. Simply complete the registration information below and email it to [pace@lexingtonparalegals.com](mailto:pace@lexingtonparalegals.com) on or before Sunday, November 30, 2014. The drawing will be held at the GLPA December Luncheon. **Please note:** Application to sit for PACE must be completed within one year from the date of the drawing. The Recipient does not have to be present to win!



PACE is offered by the National Federation of Paralegal Associations, Inc. (NFPA) to test the competency level of experienced and educated paralegals. For additional information: [www.paralegals.org](http://www.paralegals.org) or [www.lexingtonparalegals.com](http://www.lexingtonparalegals.com)

Name & Firm/Employer: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

## **Requirements to Sit for PACE**

Requirements for a paralegal to take PACE include work experience and education. The paralegal cannot have been convicted of a felony nor be under suspension, termination, or revocation of a certificate, registration, or license by any entity. Additionally, the candidate's experience must meet one of the following four options:

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

Questions? Contact Bev Rawlings, RP – [brawlings@netlawinc.com](mailto:brawlings@netlawinc.com) or 502-208-7236



On behalf of the Greater Lexington Paralegal Association (GLPA), we are pleased to announce a drawing for PCCE-eligible GLPA members for a Paralegal CORE Competency Exam (PCCE) scholarship, which includes a study guide, application and exam fees valued at approximately \$300. Simply complete the registration information below and email it to [pace@lexingtonparalegals.com](mailto:pace@lexingtonparalegals.com) on or before Sunday, November 30, 2014. The drawing will be held at the GLPA December Luncheon. **Please note:** Application to sit for PCCE must be completed within one year from the date of the drawing. The Recipient does not have to be present to win!



PCCE is offered by the National Federation of Paralegal Associations, Inc. (NFPA) to test the competency level of entry-level paralegals. For additional information: [www.paralegals.org](http://www.paralegals.org) or [www.lexingtonparalegals.com](http://www.lexingtonparalegals.com)

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## **Requirements to Sit for PCCE**

Requirements for a paralegal to take PCCE include work experience and/or education. The paralegal cannot have been convicted of a felony nor be under suspension, termination, or revocation of a certificate, registration, or license by any entity. Additionally, the candidate's experience must meet one of the following options:

- A bachelor's degree in any subject, a paralegal certificate, no experience or continuing legal education (CLE); OR
- A bachelor's degree in paralegal studies, no experience or CLE; OR
- A 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
- An associate's degree in paralegal studies, no experience or CLE; OR
- An associate's degree in any subject, a paralegal certificate, no experience or CLE; OR
- An associate's degree in any subject, no paralegal certificate, 1 year of experience and 6 hours of CLE, including 1 hour of ethics taken in the year preceding the exam application date; OR
- 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; OR
- Candidates who are within two months of graduating and registered for the PCC Exam by a Director of a paralegal studies program participating in the PCCE Assurance of Learning (AoL) Program at the Partner level; OR
- A paralegal certificate from a program that meets or exceeds the requirements set forth in NFPA's Short Term Paralegal Program Position Statement, 1 year of experience and 6 hours of CLE, including 1 hour of ethics taken in the year preceding the exam application date; OR
- A high school diploma or GED, 5 years of experience and 12 hours of CLE, including 1 hour of ethics taken in the 2 years preceding the exam application date.

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