Montana Association of Legal Assistants*Paralegals

2018-2019 ADVANCED CERTIFIED PARALEGAL COURSE SCHOLARSHIP APPLICATION

Name: _____

Address: _____

_____

_____

Phone No. _____ Email: _____

1. I am a MALA member in good standing and have been a member of MALA since _____ (at least one full year before submission of this ACP scholarship application).

2. I currently hold the National Association of Legal Assistants (NALA) Certified Paralegal (CP) designation, awarded on _____(date). I have attached a copy of my CP Certificate.

3. I understand the scholarship may be used to cover **only** NALA ACP courses.

4. I would like to take the NALA course titled: _____.

5. _____ (initial) I would prefer to have payment of the scholarship award made directly to NALA to cover the registration fee for the approved NALA course. I have attached a pre-registration invoice from NALA. MALA will submit payment directly to NALA. I agree to notify the Chair of the Professional Development Committee at the email address listed below when I have completed the NALA course(s) and provide a copy of my ACP certification.

   OR

_____ (initial) I would prefer that payment of the scholarship award be made directly to me. I have attached receipts verifying payments to NALA for the ACP course I have completed. I have also attached a copy of the ACP certification I received upon completion of the course.

6. Are you a NALA member? Yes _____ No _____

   If yes, please provide your NALA Member Number: _____

7. Please provide a current CV/Resume that includes:

   A. **Education:** Beginning with the most recent date, list the names and addresses of all schools you have attended, including high school. Include degrees/certificates and honors/scholarships, if applicable.

   B. **Employment for the past 10 years:** Beginning with the most recent date, list beginning and ending dates of employment; names, addresses, and phone numbers of employers; position titles; names of supervisors; and whether such employment was full or part-time.

   C. **Description of participation/involvement in MALA/NALA or other paralegal associations or organizations.**

8. Please provide a typed 500-word or less essay describing your educational and career objectives that includes your career plans, what you have accomplished, and how you think obtaining the ACP designation will affect your future. Continue the essay on a separate sheet if necessary.

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CRITERIA FOR SELECTION

NALA Pre-Registration Invoice for an ACP course OR
NALA Receipt of Payment for ACP Course
Copy of NALA CP Certificate
Copy of NALA ACP Certificate upon Completion of the Course
Confirmation of MALA Membership by MALA Secretary
Applicant Essay
Professional Development Committee Recommendations

Submit this information by March 1, 2018 to:
MALA – Professional Development Committee
mala@malanet.org

**Please note: MALA is accepting applications in electronic form only