

CCP[®] EXAM FAQ



Who is eligible to take the CCP[®] exam?

In California, a paralegal is eligible to take the CCP[®] exam if they are in compliance with Business and Professions Code 6450 et seq.

What is the cost of the exam?

For the first 500 applicants the cost is \$50.00. Thereafter, the regular fee will be \$125.00 for CAPA members and \$150.00 for non-members.

When and where will the exam be administered?

Dates and locations will be determined. It is CAPA's intention to offer the exam multiple times a year in northern, central, and southern California.

What areas will be tested on the CCP[®] Exam?

Section 1—*Core Paralegal* Competencies: Communications, California's Legal System, Legal Research, and Legal Terminology;

Section 2—Ethics, California Rules of Professional Conduct, Business and Professional Code section 6450, and Judgment and Analytical Skills;

Section 3—Substantive Law: *Civil Litigation; Probate & Trusts; Family Law; Corporate Law, Criminal Law, Real Estate Law, and Employment Law.*

What is the passing score for the exam?

Similar to other certified state examinations, applicants must achieve a cumulative score of 75%.

What types of questions will be asked?

The exam will consist of several short and long styled questions in the format of multiple choice and true/false questions.

Is there a study guide?

Yes. CAPA will offer an electronic study guide for available for purchase to prepare for the exam.

What is required to maintain the CCP® credential?

A California Certified Paralegal must obtain a minimum of 30 hours of MCLE credits, including 10 hours of ethics credit, for a combined total of 40 hours, every 5 years. In addition to tracking your MCLE credits, you must submit copies of your Certificates of Attendance to the CCP® Admin Committee before the end of your fifth anniversary year.

How much is the fee to renew the CCP® credential?

The fee for renewal will be \$50.00 for CAPA members and \$75.00 for non-members.

Is the CCP® an accredited exam?

CAPA is in the process of obtaining NCCA accreditation. It is currently pending, and we anticipate receiving accreditation in 2019 or early 2020.