



P.O. Box 2840, Tampa, Florida 33601

2018 TBPA Board Member Professional Certification Scholarship Application

The Tampa Bay Paralegal Association ("TBPA") is pleased to award one (1) Professional "Certification Scholarship" to a Board Member to cover the cost of the PACE, PCCE, OR CP Review Manual and the exam fee (not to exceed \$350.00), to assist with the expenses associated with preparing for and taking the Paralegal Advanced Competency Exam ("PACE") or Paralegal Core Competency Exam ("PCCE") as administered by the National Federation of Paralegal Associations, Inc. ("NFPA") to achieve the professional designation of Registered Paralegal ("RP") or Certified Paralegal Exam administered by the National Association of Legal Assistants ("NALA"). The scholarship will be presented to the recipient at the TBPA Holiday Luncheon held in Tampa, Florida on December 13, 2018.

Please read this application carefully and follow all instructions. **Applications must be postmarked by October 31, 2018, to be considered for the award.**

Eligibility: TBPA "active" member in good standing who meets the following criteria: (1) employed or retained as a paralegal as currently defined and adopted by the Florida Supreme Court and the Florida Bar; (2) resides or works in either Hillsborough, Manatee, Pasco, Pinellas or Polk Counties; (3) meets the National Federation of Paralegal Associations' ("NFPA") eligibility criteria to take PACE/PCCE OR meets the NALA eligibility criteria to take the CP Exam. For more information regarding NFPA's requirements to sit for the PACE/PCCE exam, see NFPA's web site at www.paralegals.org. For more information regarding NALA's requirements to sit for the CP exam, visit NALA's website at www.nala.org. Recipients must renew their TBPA membership for one year following award of the scholarship and must write an article for TBPA's newsletter/website describing their experience studying for and taking the exam OR explain how winning the scholarship and/or achieving certification has impacted their career.

In no event may the candidate be a sustaining, associate or student member of TBPA. This professional scholarship is a one-time award. Past professional scholarship recipients are ineligible to re-apply for future awards after being awarded the scholarship.

Disqualification: An applicant shall be disqualified (i) for being convicted of a felony or comparable crime, as defined by an individual state that does not have felony designations, (ii) if the applicant is currently under the suspension, termination, or revocation of a certificate, registration of a certificate, registration or license to practice by a professional organization, court, disciplinary board or agency in any jurisdiction, or (iii) if the applicant has been found to have engaged in the unauthorized practice of law. All illegible applications, applications received after the deadline, or applications lacking the required information, documentation or attachments, shall also be disqualified.

Selection: Recipients will be eligible for the award on the basis of paralegal work experience, commitment to a career as a paralegal, writing capability, volunteer activity, and references. Award recipients must continue their certification preparation immediately following notification of the award or, if already prepared, then sit for the PACE/PCCE or NALA exam. Applications will not be returned. All decisions are final. Applications will be evaluated according to the following criteria:

40%	Paralegal Work Experience/Progression & Paralegal Career Plans
30%	Writing Sample (Essay on why you seek certification as a RP [®] , CRP [®] or CP and how it will enhance your career OR if you win the scholarship how you will promote and support Certification to the members of TBPA.)
20%	TBPA Volunteer Activity
10%	Letters of Reference

The Education/Professional Development Committee will review all completed applications submitted, select the scholarship applicant meeting the selection eligibility criteria, and present the committee's recommendation of the selected recipient to the Board of Directors at the monthly Board meeting immediately following the **Deadline Date of October 31, 2018**. The approved recipient will be invited to the TBPA Holiday Luncheon held on December 8, 2018, and will be awarded the scholarship. **The scholarship recipient shall notify TBPA as soon as they are prepared to apply and sit for the exam, at that time, TBPA will issue a check to NFPA/NALA for the cost of the application and exam fee. If the scholarship recipient does not sit for the exam by January 31, 2018, the scholarship will be forfeited and TBPA shall redistribute the funds at the Board's discretion and donate the funds to TBPA's current charitable organization. Scholarship Recipient may submit a written request for a one-time 3 month extension to sit for the exam, to be approved at the discretion of the Board of Directors.**

Application Deadline Date: Applications must be postmarked on or before **October 31, 2018**.

How to Apply: Return this completed and signed application with all supporting documentation on or before **October 31, 2018**. Mail applications to: TBPA Education/Professional Development Committee, P.O. Box 2840, Tampa, Florida 33601. Any questions and requests for additional applications may be directed to the Education/Professional Development Committee by contacting EducationMentor@tbpa.org.



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(PLEASE PRINT OR TYPE)

Applicant Name: _____
Home Address: _____
Home Phone: _____ Home E-mail: _____
Employer: _____
Work Address: _____
Work Phone: _____ Work E-mail: _____

References (at least 3 professional references: work, volunteer or educational):

Name: _____ Address: _____
Phone: _____

Name: _____ Address: _____
Phone: _____

Name: _____ Address: _____
Phone: _____

Volunteer Position(s) held with TBPA (provide dates/years):

Describe your study program for preparing to take the PACE/PCCE or NALA exam and when you anticipate you will sit for the exam:

Attached Required Documentation:

1. Resume of no more than 2 pages in length.
2. List of past TBPA volunteer roles and involvement, if not listed above. Maximum 1 page in length.
3. Essay on why you seek certification as a RP[®], CRP[®] or CP and how it will enhance your career OR if you win the scholarship how you will promote and support Certification to the members of TBPA. Also explain your financial need for this scholarship. Maximum 2 double-spaced pages.
4. Reference letters (at least 3).

Signature: In submitting this application, I certify that the information provided is complete and accurate to the best of my knowledge. I agree to give proof of information provided with this application, if requested. Falsification of information may result in termination of any scholarship awarded including an obligation to repay all funds disbursed. This application becomes the property of TBPA Education Committee. I understand the application and all supporting documentation will be reviewed by the Committee. I agree that the funds are to be used to assist with the expenses associated with preparing for and taking PACE/PCCE or NALA. I understand the check will be made payable to the Scholarship Recipient and NFPA/NALA. **I understand and agree that if I am selected as the Scholarship recipient that I must sit for the exam no later than January 31, 2018, or the Scholarship will be forfeited.**

Applicant's Signature: _____ **Date:** _____

Mail completed and signed original application with documents to: TBPA Education/Professional Development Committee, P.O. Box 2840, Tampa, Florida 33601. Please direct any questions to EducationMentor@tbpa.org. No applications will be accepted after **October 31, 2016** (last postmark date). Faxes will not be accepted.