



engage
inspire
enhance
promote



8159 East 41st Street, Tulsa, Oklahoma 74145

Call: 918-582-5188 | Fax: 918-582-5907

Email: cert-edu@NALS.org | NALS.org

APPLY ONLINE: NALS.ORG/RECERTIFICATION



Professional Legal Secretary (PLS) / Certified Legal Professional (CLP Recertification Affidavit

Applicant's Name _____

Applicant's Name(s), if any, Since Original Certification _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email Address _____

Original Certification Date _____

Applicant Signature _____

State of _____ County of _____

On this _____ day of _____, 20____, I, _____,

hereby affirm that: (i) I have earned the 75 recertification education points necessary to maintain my NALS PLS/CLP certification; (ii) during the current recertification period, I have not violated the NALS Code of Ethics and Professional Responsibility, I did not receive a determination of the unauthorized practice of law, and I am not serving a sentence for a felony conviction; and (iii) I understand falsification of information provided to the NALS Certifying Board may result in revocation of my NALS PLS/CLP certification.

Applicant Signature _____

Subscribed and affirmed before me on _____

Notary Public _____

Commission Expiration Date _____

(Place Notary Seal In Space Above)

Send \$75 fee by check (payable to NALS) or use your credit card:

Visa Credit Card Number _____

MasterCard Expiration Date _____ Security Code _____

Discover Signature _____

Return completed application packet to:

Mail Application To: 8159 East 41st Street, Tulsa, Oklahoma 74145

Call: 918-582-5188 | Fax: 918-582-5907 | Email: cert-edu@NALS.org | NALS.org

NOTE: The following application pages are only needed when you DO NOT have a certificate of attendance or other verification materials.

Section A: General Information

Applicant's Name _____
Applicant's Name(s), if any, Since Original Certification _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email Address _____
Original Certification Date _____

Section B: Seminars/Workshops Attended

Note: Complete this section ONLY if you do not have a certificate of attendance for a seminar or workshop or other documentation confirming participation in the program OR if you are requesting points for watching/listening to video or audio recordings. If you copy this page for additional entries in this section, fill in your name in Section A.

Date of Event	Program Sponsor	Hours Attended	Recertification Points (hours attended x 1 point)	Session Topic (including description of the topic)

Mail Application To:
8159 East 41st Street, Tulsa, Oklahoma 74145
Call: 918-582-5188 | Fax: 918-582-5907 | Email: cert-edu@NALS.org | NALS.org

NOTE: The following application pages are only needed when you DO NOT have a certificate of attendance or other verification materials.

Section C: Seminars/Workshops Taught

Note: Complete this section to verify teaching of a seminar or workshop ONLY when a seminar brochure listing the speakers or other documentation is not available.

[sample]

Date of Event	Program Sponsor	Hours Taught	Recertification Points (hours taught x 4 point)	Session Topic (including description of the topic)

Section D: Petition for Recertification Points

Note: Complete this section to request points for writing articles or publications, self study, or for participating in activities not included in other modules. Attach documentation to verify participation.

[sample]

Activity Date	Program Sponsor	Requested Points	Description of Article or Publication	How Article/Publication Applies to PLS/CLP

Mail Application To:
8159 East 41st Street, Tulsa, Oklahoma 74145
Call: 918-582-5188 | Fax: 918-582-5907 | Email: cert-edu@NALS.org | NALS.org