UWF is a Non-PSI testing center and is an approved test site for the computer-based Certified Paralegal Exam. You must first meet all eligibility requirements and submit your application to NALA. Refer to [http://www.nala.org/examinee.aspx](http://www.nala.org/examinee.aspx) for information on the application process and eligibility requirements. Approximately 30 days prior to the opening of the testing window, all approved examinees will receive an Authorization to Test form by e-mail. Examinees will also receive notification by e-mail advising that PSI is ready to accept appointments; however, examinees taking the exam through a non-PST testing center may disregard the PSI scheduling e-mail message. UWF is a NON-PSI testing center; therefore, you must contact us directly (not a PSI test center) to schedule an appointment and pay the appointment sitting fee. Examinees must advise NALA of appointment times and dates scheduled at non-PSI testing centers.

The appointment sitting fees for UWF are separate from the exam fees and are paid directly to UWF cashier’s office. Payment is required in advance of scheduling the appointment:

- 1.5 hour exam- $40.00 (Ethics OR Legal Research sections 1 hr plus 30 min for check-in)
- 2 hour exam- $40.00 (Communications 1.5 hr plus 30 min for check-in)
- 2.5 hour exam- $47.00 (Substantive Law OR Judgment and Analytical Ability 2 hr plus 30 min for check-in)

1. You must pay the fee prior to scheduling an appointment. You can mail in the payment with this registration form to the cashier’s office or pay in person. The cashier’s office will not accept payments by phone or online. Credit and debit cards are not accepted by the Cashier’s office. Cash, check or money order only.

2. You must schedule the appointment at least 2 business days prior to the desired testing date. If you need to cancel or reschedule, you must do so no later than 2 business days prior to the appointment date or forfeit the entire appointment fee.

3. Examinees who miss an appointment, but wish to schedule another appointment, should contact NALA headquarters. “NO SHOWS” will forfeit the appointment fee.

4. You must report to the testing center 15 minutes prior to your scheduled test time. If you report late you may be deemed a “NO SHOW” and asked to reschedule and forfeit the entire appointment fee.

5. You must present valid government issued Identification with photo and signature to be admitted to your test. Student ID or expired identification is not acceptable.

6. Bring the Authorization to Test form to your appointment, as it includes the login information required to access the computer-based examination.

7. PARKING NOTE: If you do not have a current UWF parking permit, you must obtain a Visitor Parking Pass as you come on campus at the UWF Visitor Center.

**NOTE:** UWF cannot accommodate special accommodations testing. You must test at a PSI center if you require special accommodations.

***Once your registration form and fee have been received, you may call the Testing Center to schedule a testing date and time.***

Complete the registration form below and submit to UWF Cashier’s Office Bldg. 20E, 11000 University Pkwy., Pensacola, FL 32514 along with your fee made payable to: **University of West Florida**

NAME: ______________________________________ PHONE: ____________________________

Cashier, DEPOSIT TO: 1002-026-31 Object code 004000 University Testing Auxiliary