



Idaho Association of P A R A L E G A L S

Professionalism • Education • Growth

Affiliate of the National Federation of Paralegal Associations, Inc. (NFPA®)

P.O. Box 1254

Boise, Idaho 83701

www.idahoparalegals.org

APPLICATION FOR CHANGE OF MEMBERSHIP STATUS

The Idaho Association of Paralegals, Inc. adopts the American Bar Association definition of a Paralegal, which is:

A paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

Change of Membership categories are as follows:

- _____ Change from Active Status Pending to Active Status
- _____ Change from Student to Active Status Pending
- _____ Change from Student to Active
- _____ Change from Active to Retired

No fees are required for change of status. All applicable verification materials must be included with your application. If transcripts and diplomas were submitted previously with your application, you do not need to submit them now. Please submit your current job description and resume. Applications to change from active status to retired status do not need to submit any materials. Please check below the verification materials you have enclosed. **Applications will not be considered without all applicable supporting documentation.**

- _____ Resumé (including telephone numbers for employment verification)
- _____ Current Complete Job Description
- _____ Certificate or other verification of completion of Paralegal studies, if applicable
- _____ Copies of transcripts of college and paralegal schools, if applicable
- _____ Copies of certificates or diplomas of college completion, if applicable
- _____ ACP/RP verification from NALA, if applicable
- _____ CP/CRP verification from NFPA, if applicable

Please mail completed applications with verification materials to Idaho Association of Paralegals, Inc., Attention: Membership, P.O. Box 1254, Boise, ID 83701. If you have any questions regarding the change of status procedures, please contact an IAP representative or the Vice President of Membership at: membership@idahoparalegals.org.

NAME _____

DATE _____