



## SOUTHWEST FLORIDA PARALEGAL ASSOCIATION, INC.

Post Office Box 2094, Sarasota, Florida 34230-2094  
[swfloridaparalegals.com](http://swfloridaparalegals.com)

An Affiliate of the National Association of Legal Assistants, Inc.

### **INFORMATION – PROFESSIONAL DEVELOPMENT SCHOLARSHIP**

Southwest Florida Paralegal Association, Inc. "SWFPA" encourages its members to attain the distinction of Certified Legal Assistant (CLA) and/or CLA Specialty (CLAS). In order to help with the cost of taking the CLA or CLAS exam, SWFPA offers a professional development scholarship each year to a qualified applicant. The possible scholarship awards are as follows:

CLA Exam: \$225.00 award to a member of NALA  
\$250.00 award to a non-member of NALA

CLAS Exam: \$100.00 award to a member of NALA  
\$125.00 award to a non-member of NALA  
*(Note: Applicant must have the CLA designation prior to taking a specialty exam.)*

The scholarship award is given when the recipient presents proof of completion of the exam. The scholarship recipient must provide proof of completion of the CLA or CLAS exam to SWFPA within one (1) year from the date of the scholarship award. The following rules apply to applicants for the professional development scholarship:

### **Rules for Professional Development Scholarship Applicants**

1. The applicant must be an active member of SWFPA.
2. The applicant must submit the scholarship application, with the required enclosures, no later than October 31<sup>st</sup> of the current year to the Scholarship Committee, Southwest Florida Paralegal Association, Inc., Post Office Box 2094, Sarasota, Florida 34230-2094. Applications received after the deadline or which lack the required enclosures will not be considered.
3. The essay portion of the application must be legible (preferably typed and double-spaced). It will be judged on originality, writing clarity, and content.

The recipient of the professional development scholarship award will be selected by the SWFPA Scholarship Committee and approved by the SWFPA Board of Directors. **The name of the recipient will be announced at SWFPA's annual meeting.** With the recipient's permission, the winning essay may be published in the SWFPA newsletter, *Writ of Assistants*, and/or a NALA publication.



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**APPLICATION FOR PROFESSIONAL DEVELOPMENT SCHOLARSHIP**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_  
Home Fax Number: \_\_\_\_\_  
Home E-Mail: \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_

Work Phone: \_\_\_\_\_  
Work Fax Number: \_\_\_\_\_  
Work E-Mail: \_\_\_\_\_  
Area(s) of Law: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
NALA Member:  Yes  No

**I am applying for**  **CLA Exam**  **CLAS (Specialty) Exam**

**Education:**

*(List all schools that you have attended since High School. Please list schools in chronological order and include information on the degrees and/or certificates earned)*

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Name/Address of School	Years attended Degree/Cert.
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Name/Address of School	Years attended Degree/Cert.
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**Awards, Achievements, and/or Accomplishments:**

*(List all awards you have received, as well as your achievements and accomplishments)*

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**Essay:** On a separate sheet of paper, tell us which exam you wish to take and why the CLA and/or CLAS designation is important to you. Your essay must be legibly printed or typed (preferably typed and double-spaced) and not more than 300 words. It will be judged for clarity, originality, and content.

**Terms of Scholarship:** I understand that SWFPA may ask for permission to publish my essay in its newsletter, *Writ of Assistants* and/or a NALA publication. I also understand that, if I am awarded the Professional Development Scholarship, I am responsible for paying the exam fee, and that I must submit proof of completion of the exam to SWFPA within a year from the date of the award to receive the scholarship money.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_